


EMERGENCY OPERATIONS PLAN



Office of The Mayor Emergency Services
CITY & COUNTY of SAN FRANCISCO

Volume I



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Office of the Mayor
SAN FRANCISCO



ART AGNOS

July 18, 1988

LETTER OF PROMULGATION OF REVISED EMERGENCY PLAN

TO ALL DEPARTMENTS AND COOPERATING AGENCIES CONCERNED, AND MY FELLOW
SAN FRANCISCAN:

It is the inherent responsibility of government to provide for the saving of lives and protecting property when confronted with a major disaster.

The revised City and County of San Francisco Emergency Operations Plan continues to be our blueprint for this endeavor.

This revised Emergency Operations Plan, developed under the multi-hazard functional concept, was prepared according to guidance provided by the California Office of Emergency Services, and is in conformance with the California Emergency Plan. San Francisco's Emergency Operations Plan is an extension of that Plan. The policies, principles, concepts and procedures contained in the Plan are designed to provide the basis, under law, for a City and County emergency organization known as the Emergency Services of San Francisco.

Through the years, this Plan has been reviewed and this latest edition is a complete re-write dictated to ensure the most effective and economical use of all resources for the maximum benefit and protection of our citizens in time of emergency. We continue to approve and subscribe to those provisions of the California Emergency Plan and Emergency Resources Management Plan, which apply to San Francisco under statute.

The objective of this Plan is to provide for an efficient integrated emergency management system and organization of governmental, quasi-governmental and private sector personnel capable of acting in the face of disaster in the roles assigned each of them under the Plan.

I lend my utmost support to this revised concept and Plan, and urge those having an emergency response commitment to do their share in preparing for a total emergency effort for San Francisco.

Sincerely,

A handwritten signature in dark ink, appearing to read "Art Agnos".

Art Agnos
Commander
Emergency Services of San Francisco

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EMERGENCY OPERATIONS PLAN

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City and County of

SAN FRANCISCO



Multi-Hazard Functional
Plan

San Francisco Office of Emergency Services

INTRODUCTION

This document is designed to provide the basis for future disaster response planning.

1. Organization

The material is in three parts: **Part One**, the "Basic Plan"; **Part Two** "Annexes"; and **Part Three**, "Operational Data". Detailed information supporting the Basic Plan and the Annexes appears in Enclosures and Appendices. Exhibits may supplement Attachments. See diagram on page IV.

2. Pagination

The Plan has dual pagination. There is the "typical" Arabic pagination in the lower outside corner of the pages. These are consecutive throughout the plan.

Additional pagination also appears at the bottom center of each page. This refers to the location within the plan using the aforementioned Enclosure-Attachment type organization. The system is a type of sectionalized pagination which may be adopted to eliminate the need for major page number changes during plan/annex revision. It should be recognized that some experience with the plan is required to become familiar with this type of organization and pagination.

The following pages have been intentionally left blank:

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H28	J40	KA4.56	KA7.8	
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3. Coloration

Colored pages have been used to designate specific portions of the Plan:

Blue - Contents pages for the complete document, Part One, Part Two, and Part Three.

Green - Contents pages for the Annexes (A-K).

Golden_Rod - Contents pages for the Appendices.

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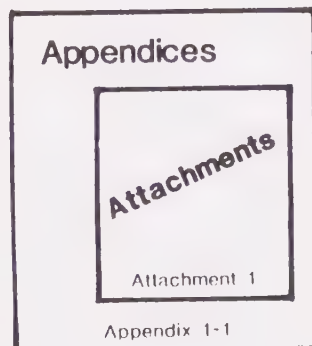
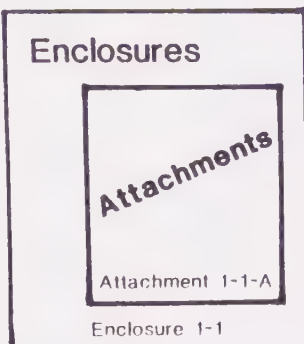
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OPERATIONS PLAN ORGANIZATION BLUEPRINT

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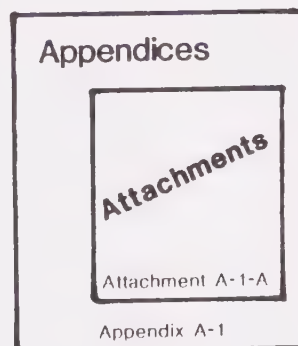
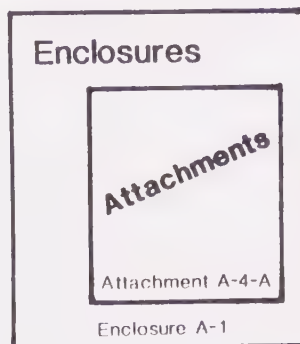
Basic Plan



1-1

Part Two

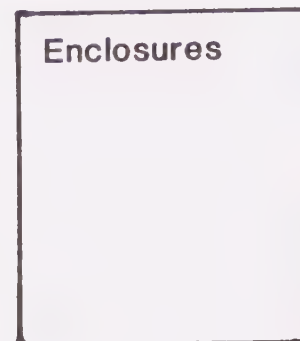
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A-1

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Operational Data



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Jurisdictional "personalization" portions

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Examples of Hazard-Specific Situations

FORWARD

This Emergency Plan addresses the City & County of San Francisco's planned response to extraordinary emergency situations associated with natural disasters, technological incidents, and nuclear defense operations. The plan does not apply to normal day-to-day emergencies and the well-established and routine procedures used in coping with such emergencies. Instead, the operational concepts reflected in this plan focus on potential large-scale disasters which can generate unique situations requiring unusual responses. Such disasters pose major threats to life and property and can impact the well-being of large numbers of people.

The plan should be considered as a preparedness document intended to be read and understood before an emergency. It is designed to include San Francisco as part of a statewide emergency management system.

The plan has been organized into three parts as follows:

Part One is the Basic Plan which provides overall organizational and operational concepts for responding to various types of identified hazards that may impact the City.

Part Two includes eleven functional Annexes which describe the emergency response organization. Each Annex is supported by Appendices that provide Emergency Action Checklists for hazard-specific responses.

Part Three contains operational data such as listings of resources, key personnel, essential facilities (lodging, feeding, fallout shelters, etc.), contacts, and other data needed for conducting emergency operations.

Departments and agencies assigned emergency responsibilities with-in this plan will prepare appropriate supporting plans and related departmental and agency **Standing Operating Procedures**, periodically review and update alerting procedures and resource listings, and maintain an acceptable level of preparedness to implement portions or all of the plan.

This plan shall be activated under any of the following conditions:

- o On the order of the Official designated by Local Ordinance, provided that the existence or threatened existence of a **LOCAL EMERGENCY** has been proclaimed in accordance with the appropriate emergency ordinance.

- o When the Governor has proclaimed a **STATE OF EMERGENCY** in an area that includes the City & County of San Francisco.
- o Automatically on the proclamation of a **STATE OF WAR EMERGENCY** as defined by the California Emergency Services Act.
- o By a Presidential declaration of a National Emergency.
- o Automatically on receipt of an attack warning or the observation of a nuclear detonation.

Part One
BASIC PLAN

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Part One

BASIC PLAN

1.1 Purpose

The Basic Plan addresses San Francisco's planned response to extraordinary emergency situations associated with natural disasters, technological incidents, and nuclear defense operations. It provides operational concepts relating to the various emergency situations, identifies components of the Emergency Management Organization of San Francisco, and describes the overall responsibilities of the organization for protecting life and property and assuring the overall well-being of the population. The plan also identifies the sources of outside support which might be provided (through mutual aid and specific statutory authorities) by other jurisdictions, state and federal agencies, and the private sector.

1.2 Authorities and References

Emergency operations will be conducted as outlined under 1.5, Concept of Operations, and in accordance with the enabling legislation, plans, and agreements listed in Enclosure 1-1, Authorities and References.

1.3 Preparedness Elements

In view of San Francisco's susceptibility and vulnerability to natural disasters, technological incidents, and nuclear defense emergencies, continuing emphasis is placed on: emergency planning; training of full-time; auxiliary and reserve personnel; public awareness and education; and assuring the adequacy and availability of sufficient resources to cope with such emergencies. Emphasis is also placed on mitigation measures to reduce losses from disasters, including the development and enforcement of appropriate land use, design and construction regulations (see Enclosure 1-2, Hazard Mitigation).

1.4 Situation

A hazard analysis has indicated that San Francisco may be at risk to numerous hazards associated with natural disasters, technological incidents, and nuclear defense situations. These hazards are identified in Appendix 1, Hazard-Specific Situations, and provide general and specific information on their possible impact on the city.

1.5 Concept of Operations

1.5.1 General

Concepts presented for peacetime emergencies consider the full spectrum from a minor involvement to total involvement from a destructive impact, with the worst-case situation being associated with the occurrence of a major earthquake. The concepts for nuclear defense emergencies progress up to and include a nuclear attack which can occur with or without warning. There are a number of similarities in operational concepts for peacetime emergencies and nuclear defense emergencies. They are combined below as applicable.

Some emergencies will be preceded by a buildup period which, if recognized and utilized, can provide advance warning to those areas and/or population groups which might be affected. Other emergencies could occur with little or no advance warning, thus requiring mobilization and commitment of San Francisco's resources just prior to or after the onset of the emergency situation. All departments/agencies must be prepared to respond promptly and effectively to any foreseeable emergency to include the provision and utilization of mutual aid (see Enclosure 1-3, Mutual Aid).

In consideration of all possible disaster situations, the plan will be implemented in three periods, with related phases, as time and circumstances permit.

1.5.1.1 Pre-Emergency Period

The Pre-Emergency Period is divided into two phases as follows:

Normal Preparedness Phase

Departments/agencies having emergency responsibilities assigned in this plan will prepare supporting plans, **Standing Operating Procedures (SOPs)**, and **Checklists** detailing the disposition of their resources in an emergency. Such plans and procedures will provide for coordination and communication channels with counterpart department/agencies and organizations of other jurisdictions. Resource listings will also be prepared and maintained current.

Increased Readiness Phase

This phase could begin upon the issuance of an accredited earthquake prediction/advisory, the receipt of a Tsunami warning that could impact San Francisco, or a rapidly deteriorating international situation that could lead to a possible nuclear attack upon the United States. Increased readiness actions will include reviewing and

Increased Readiness Phase - cont'd.

updating plans, SOPs and resource information, increasing public information efforts, accelerating training programs, inspecting, dispensing and/or relocating equipment, and taking other feasible measures. Available resources, to include auxiliaries and reserves, will be mobilized.

1.5.1.2 Emergency Period

The Emergency Period is divided into three phases as follows:

Pre-Impact Phase

Most actions to be accomplished during this phase will be precautionary and will center around taking appropriate countermeasures to protect people. Response actions will be based on developing situations associated with a:

- o Slow-rise inundation
- o Tsunami watch/warning
- o Hazardous materials incident
- o Reservoir failure
- o Urban fire
- o Short-term earthquake prediction/advisory
- o Transportation accident
- o Nuclear defense or technological emergency

Actions accomplished during this phase may be concentrated on the movement of people from identified hazard areas to safer, lower risk areas and on providing food, lodging, and shelter for the people at Mass Care Facilities. The following would be applicable:

- o Warning threatened elements of the population and initiating movement operations as necessary.
- o Advising departments/agencies to activate resources; advising the State Office of Emergency Services (OES) Mutual Aid Region 2 of emergencies; and preparing for the receipt and application of mutual aid.
- o If it is determined that state and possible federal aid will be needed, a **LOCAL EMERGENCY** will be proclaimed as prescribed by local ordinance and a formal request will be submitted through State OES requesting that the Governor proclaim a **STATE OF EMERGENCY**.

Pre-Impact Phase- cont'd.

- o Should the possible or expected emergency not develop, all alerted departments/agencies will be promptly notified.
- o As provided in the California Emergency Plan, state agencies will provide assistance to threatened or stricken areas. State agency representatives will establish liaison with their local counterparts to relay information and mutual aid requests. The State OES Regional Manager, Region 2, will coordinate intra-regional mutual aid and state assistance as necessary.
- o If a nuclear attack appears imminent, the Governor may proclaim a **STATE OF WAR EMERGENCY** and order/advise relocation.

Immediate Impact Phase

Actions taken during this phase will concentrate on the well-being of people affected by the occurrence of an event such as a major earthquake, the release of hazardous materials, a large fire or explosion, or a nuclear attack. The impact of the disaster agent may be destructive or it may create an exposure hazard.

One of the following conditions will apply in the Immediate Impact Phase. San Francisco is either:

- o Damaged or exposed, and the situation can be controlled by in-place countermeasures.
- o Damaged or exposed and evacuation of all or part of the City is required because immediate and ensuing threats are uncontrollable.
- o Close to the affected area and can be called upon to provide direct and immediate support to emergency operations in the affected area; or
- o Distant from the affected area and can be called upon to provide backup support.

Each element of the City's Emergency Management Organization will operate according to the provisions of the appropriate Annex in this plan and any pertinent SOPs. Priority will be given to the following operations:

- o Disseminating warning, emergency public information, and other advice and action instructions to the public.
- o Surveying and evaluating the emergency situation
- o Mobilizing, allocating and positioning personnel and equipment
- o Conducting evacuation and/or rescue operations as required
- o Providing for the care and treatment of casualties

Immediate Impact Phase - cont'd.

- o Collecting, identifying, and disposing of dead persons
- o Providing for the mass care (food, lodging, etc.) needs of displaced persons
- o Enforcing police powers in controlling the locations and movement of people, establishing access controls, erecting traffic barricades, etc.
- o Implementing health and safety measures
- o Protecting, controlling, and allocating vital resources
- o Advising industry, schools, and businesses of possible phased shutdowns
- o Restoring or activating essential facilities and systems

When local resources are committed to the maximum and additional material and/or personnel are required to respond to the emergency, requests for mutual aid will be initiated. Fire and Law Enforcement agencies will request or render mutual aid through established channels. Any action which involves financial outlay by San Francisco, or a request for military assistance, must be authorized by the appropriate City official. If the situation dictates, State OES will coordinate the establishment of one, or more Disaster Support Areas (DSAs) where resources and supplies can be received, stockpiled, allocated, and dispatched to support operations in the City.

State OES may also activate and staff the State Operations Center (SOC) in Sacramento to coordinate and support emergency operations in San Francisco and control the response efforts of state and federal agencies in supporting City emergency operations. The SOC may be supported by a State Coordination Center activated at the Mutual Aid Region 2 Headquarters within the affected area or at a DSA.

The State OES Director will assist the Governor to coordinate the activities of state departments and agencies, and will coordinate the support for the emergency operations conducted by, and under the leadership of the City.

If the situation so warrants, a **LOCAL EMERGENCY** will be proclaimed, the City's Emergency Coordination Center (ECC) activated and staffed, and State OES advised accordingly. If deemed appropriate, the State OES Director will recommend to the Governor that a **STATE OF EMERGENCY** be proclaimed for San Francisco so mutual aid could be made available as required. During this time, state agencies will, commensurate with their capabilities, be expected to immediately respond to requests from the City for assistance. These activities will be coordinated with the State OES Director.

Immediate Impact Phase - cont'd.

If the Governor requests and receives a Presidential declaration of an **EMERGENCY** or a **MAJOR DISASTER** under Public Law 93-288 (Federal Disaster Relief Act of 1974), he will appoint a State Coordinating Officer (SCO). A duly appointed Federal Coordinating Officer (FCO) and the SCO will coordinate and control state and federal efforts in supporting local emergency operations.

Sustained Emergency Phase

As early lifesaving and property-protecting actions continue, attention will be given to other priority activities. Emphasis will be on actions to help displaced persons and secure dangerous areas. Activity during this phase includes: more definitive medical treatment; operations of mass care facilities; registration of displaced persons; reuniting of family members; and detailed damage assessment.

After the immediate needs (rescue, medical care, emergency shelter, food and clothing) of people have been met, governmental actions will be taken to fulfill their rehabilitation needs. Through coordination between the FCO, the SCO, and City representatives, an adequate number of Disaster Assistance Centers (DACs) will be established and staffed by representatives of federal, state, and City departments/agencies, private sector service organizations, and representatives of the private sector. DACs will provide disaster victims a "one-stop" service in meeting their emergency and/or rehabilitation needs. See **Annex A, Enclosure A-8, One-Stop Disaster Assistance Center**, for City DAC staffing requirements.

1.5.1.3 Post-Emergency Period (Recovery)

At the earliest feasible time, the State DES Director, operating through the designated SCO, will bring together state agency representatives, and appropriate City, federal, and American Red Cross officials to coordinate the implementing of state and federal assistance programs and establish support priorities. Details, policies and procedures for rehabilitation and recovery activities are provided in the State Disaster Assistance Manual (published and issued separately).

Each represented agency will take action to satisfy identified recovery needs. This action will include broad dissemination, through all available media, of guidance to the affected public as where, when, and how they may receive assistance.

Sustained Emergency Phase - cont'd.

The Post-Emergency Period has major objectives which may be overlapping: 1) reinstatement of family autonomy; 2) provision of essential public services; 3) permanent restoration of public and private priority; 4) reinstatement of public services; and 5) research to uncover residual hazards, advance knowledge of the disaster phenomena, and to improve future emergency operations.

1.5.2 Peacetime Emergencies

San Francisco's partial or total response to natural disasters or technological incidents will be dictated by the type and magnitude of the emergency. Generally, response to a major peacetime emergency situation will progress from the City, to regional, to state, to federal involvement.

For planning purposes, State OES has established three levels of emergency response to peacetime emergencies, which are based on the severity of the situation and the availability of local resources.

Level I

A minor to moderate incident wherein local resources are adequate and available. A **LOCAL EMERGENCY** may or may not be proclaimed.

Level II

A moderate to severe emergency wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. A **LOCAL EMERGENCY** will be proclaimed and a **STATE OF EMERGENCY** might be proclaimed.

Level III

A major disaster wherein resources in or near the impacted area are overwhelmed and extensive state and/or federal resources are required. A **LOCAL EMERGENCY** and a **STATE OF EMERGENCY** will be proclaimed and a Presidential Declaration of an **EMERGENCY** or **MAJOR DISASTER** will be requested.

Specific operational concepts, to include the emergency response actions of the various elements of the City Emergency Management Organization, are reflected in Annexes to this plan.

1.5.3 Nuclear Defense Emergencies

Because of the expected serious consequences of a nuclear attack, Nuclear Civil Protection (NCP) Plans and planned responses to nuclear defense emergencies include provisions for:

- o Relocating people from potential hazard areas, if time permits.
- o Identifying the best available shelter from direct weapons effects for those persons remaining in hazard areas.
- o Improving the fallout shelter capability by emergency upgrading of already existing facilities and/or emergency construction of expedient shelters.

Population relocation is the preferable option in a nuclear defense emergency because of the shortage of direct effects shelters in hazard areas, but limited warning time and other circumstances might preclude relocation or allow only partial movement of people. In such instances, people remaining in hazard areas will need the best available in-place protection. Persons remaining in or authorized to commute to hazard areas will also need protection.

Operations during nuclear defense emergencies will be governed by essential actions relating to increased readiness, relocation (if ordered and time permits), and nuclear attack (with or without warning). Specific operational concepts are reflected in the Annexes to this plan.

1.6 Statewide Emergency Management System

In a peacetime emergency, as contrasted with a nuclear defense emergency, governmental response is an extraordinary extension of responsibility and activity, coupled with normal day-to-day activity. Thus, to ensure continued overall effectiveness, normal governmental structures will be maintained, with emergency operations being limited to those departmental/agencies assigned specific emergency functions. More importantly, a system, or systems, must come into being for the purpose of exercising overall operational control/management or coordination of emergency operations.

Fully activated, the Statewide Emergency Management System consists of the Emergency Management System of San Francisco, Operational Areas, State OES Mutual Aid Region 2 and State Government. San Francisco is responsible for directing and/or coordinating emergency operations, with other levels being responsible for coordinating and/or providing support. Specific details relative to the organization and responsibilities of the Emergency Management Staffs at each of the levels are provided in **ANNEX A, MANAGING EMERGENCY OPERATIONS**.

1.6 Statewide Emergency Management System - cont'd.

The utilization of all, or part, of each of the levels will be dictated by the situation. For example, if an incident requires only fire or law enforcement mutual aid support, requests for support will be submitted through established channels (San Francisco to the Mutual Aid Region 2 Coordinator).

1.6.1 Local Emergency Management

1.6.1.1 Incident Level Emergency Management System

The Incident Emergency Management System (IEMS) is designed to provide for the local on-scene management of fires, hazardous material incidents, transportation accidents, and other natural, technological or man caused emergencies. Such a system provides a standardized organizational structure, terminology and procedure. The system is also very flexible and adaptable to any kind of emergency management situation.

An example of an Incident Emergency Management System is the Incident Command System (ICS). The ICS organizational structure is based around five principal activities performed at any incident. These are: Command, Operations, Planning, Logistics, and Finance. The ICS Organization allows for a modular and rapid expansion to meet the needs imposed by the incident. The ICS can be used during any serious multidisciplinary (e.g. fire, law, medical) emergency within San Francisco, and is particularly useful for any kind of incident involving multiple departments/agencies and jurisdictions.

Some incidents, particularly those involving hazardous materials, can escalate to area-wide emergencies requiring further activation of the emergency management system. In area-wide emergencies, one or more Incident Command Posts may be established to assist in managing the emergency operation. The Incident Emergency Management System of San Francisco is described in Enclosure A-1, ANNEX A.

1.6.1.2 Jurisdiction Level Management

The San Francisco Emergency Management System consists of the departmental and agency representatives of the City. The San Francisco staff also functions as the Operational Area Emergency Management Staff.

Depending upon the situation, the San Francisco staff may provide overall emergency management in three different modes:

- (1) Decentralized coordination and direction (no activation of the Emergency Coordination Center (ECC)).

1.6.1.2 Jurisdiction Level Management - cont'd.

- (2) Centralized coordination and decentralized direction (activation of the ECC for coordination purpose only).
- (3) Centralized coordination and direction (activities directed from the ECC).

Specific details about these modes are include in **ANNEX A, MANAGING EMERGENCY OPERATIONS.**

1.6.2 Operational Area Emergency Management

Section 8605 of the California Emergency Services Act designates each county as an Operational Area. Use of the Operational Area to coordinate emergency activities and to serve as a link in the communications system is required in a **STATE OF WAR EMERGENCY**. Use of the Operational Area during a **STATE OF EMERGENCY** or a **LOCAL EMERGENCY** is at the option of the City and County of San Francisco.

If the Operational Area is activated following a disaster, the Mayor, designated as Commander, Emergency Services by the San Francisco Administrative Code, will function as the Operational Area Coordinator and will have the overall responsibility for coordinating and supporting emergency operations within the City and County of San Francisco. The Area Coordinator and Supporting staff will constitute the Operational Area Emergency Management Staff.

1.6.3 Mutual Aid Region 2 Emergency Management

The State of California is divided into 6 OES Mutual Aid Regions. San Francisco is located in Region 2 as shown on the following page. Regional Managers and their staffs (designated state agency representatives) will constitute Regional Emergency Management Staffs and will coordinate and support local emergency operations at the request of the Operational Area Coordinators.

1.6.4 State Emergency Management

The Governor, through State OES and its Mutual Aid Regions, will coordinate state-wide operations to include the provision of mutual aid and other support to local jurisdictions and the redirection of essential supplies and other resources as required. The State OES Director, assisted by representatives from state agencies, will constitute the State Emergency Management Staff.

CALIFORNIA MUTUAL AID REGION 2



1.6.5 Federal Emergency Management

The Federal Emergency Management Agency (FEMA) serves as the main federal government contact during natural disasters and nuclear defense emergencies.

1.7 Emergency Functions

San Francisco emergency operations are divided into the emergency functions indicated below. Specific details on functional, organizational and operational concepts, responsibilities for providing support to or accomplishing a given function, and applicable policies and procedures are provided in the Annexes specified in parenthesis. The Annexes also provide hazard-specific responses to be accomplished by the Emergency Management Staff and emergency response departments and agencies.

MANAGING EMERGENCY OPERATIONS (ANNEX A)

Provides for the overall management and coordination of emergency operations, whether it be the actual management of response forces in the field, or coordination of the joint efforts of governmental and private agencies in supporting such operations.

FIRE AND RESCUE OPERATIONS (ANNEX B)

Limits the loss of life and property from fires and other threats and provides for the rescue of persons.

LAW ENFORCEMENT & TRAFFIC CONTROL OPERATIONS (ANNEX C)

Provides for the protection of life and property; enforces applicable laws, orders and regulations; and provides traffic control on designated highways, streets and roads.

MEDICAL OPERATIONS (ANNEX D)

Provides care and treatment for the ill and injured during a disaster.

PUBLIC HEALTH OPERATIONS (ANNEX E)

Provides public health and environmental sanitation services.

CORONER OPERATIONS (ANNEX F)

Identifies and provides appropriate disposition of human remains.

CARE AND SHELTER OPERATIONS (ANNEX G)

Provides for the basic human needs of residents, commuters, visitors and relocatees within established shelters.

MOVEMENT OPERATIONS (ANNEX H)

Provides for the evacuation and relocation of persons from threatened or affected areas.

RESCUE OPERATIONS (ANNEX I)

Carries out coordinated search and rescue operations for the location, provision of immediate care, and safe removal of endangered, entrapped, injured and/or isolated persons.

CONSTRUCTION AND ENGINEERING OPERATIONS (ANNEX J)

Provides for the procurement, distribution and use of construction and engineering resources; damage assessment and restoration of infrastructure facilities.

RESOURCES AND SUPPORT OPERATIONS (ANNEX K)

Provides for the procurement, distribution and use of essential resources and services (including equipment, supplies, water, food, fuel, electric power, natural gas, transportation, communications, personnel and fiscal control).

Matrices on the following pages identify the local department/agency and private organizations responsible for accomplishing the above functions, and the state and federal agencies that have capabilities for supporting local operations. Detailed responsibilities of all departments/agencies and private organizations are provided in Annexes to this plan.

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PRIVATE ORGANIZATIONS

- * Departments & Agencies responsible for planning, coordination and integration of personnel from other City Departments & cooperating agencies into their services for disaster operations.

FUNCTIONAL RESPONSIBILITIES OF STATE AGENCIES

Agency/Position																				
State Agencies/Organizations*	A							B	C	D	E	F	G	H	I	J	K			
	Alerting and Warning	Communications	Situation Analysis	Management	Public Information	Radiological Protection	Fire and Rescue	Access Control	Law Enforcement	Medical	Public Health	Coroner	Care and Shelter	Movement	Release	Const. & Engineering	Supply/Procurement	Personnel	Transportation	Utilities
Aging												S								
Air Resources Board									S											
Alcoholic Beverage Control Bd.								S												
Boating and Waterways													S	S						
California Conservation Corps									S					S	S					
California Highway Patrol	S	S			S		P	S					S	S						
California Maritime Academy												S		S						
Community Colleges																	S			
Conservation															S					
Consumer Affairs								S												
Corrections									S			S					S			
Education																	S			
Emergency Medical Serv. Auth.									P											
Emergency Services	P	P	P	P	P	P	P	P	S		S		P	P					S	
Employment Development														S			P			
Energy Commission																S			S	
Finance									S							S				
Fire Marshal						S								S						
Fish and Game			S			S	S		S					S		S				
Food and Agriculture									S	S						S				
Forestry							S		S			S						S		
General Services									S	S			S			P	P			
Health Services						S			S	P	S					S				
Justice									S			S								
Military		S	S				S		S	S		S	S		S	S		S		
Motor Vehicles														S						
Personnel Board																		S		
Public Utilities Commission													S						P	
Rehabilitation												S								
Social Services									S			P								
Solid Waste Management Bd.											S									
Transportation			S			S		S	S				S	S	S				P	
University of California																		S		
Veterans Affairs												S								
Water Resources																S				
Water Resources Control Bd.											S				S					S
Youth Authority									S			S		S				S		

* P - Denotes principal agency/organization.
S - Denotes supporting agency/organization.

1.8 Emergency Resources Management

Emergency resources management is the effective management of those available resources deemed most essential to survival and recovery operations, particularly following a major disaster or attack.

The California Emergency Resources Management Plan presents statewide policies and guidance to local governments on the conservation, distribution and use of resources. Urgent needs that cannot be met locally are to be reported to state government. State officials will arrange with industry and responsible public agencies for delivery of goods or provision of services to meet these local shortages. Once immediate supply processes are underway, the state will act to assure that necessary resources are available and effectively and efficiently used for the duration of the emergency situation. The Director, San Francisco Office of Emergency Services, is the conduit through which initial contact to State OES Mutual Aid Region 2 and higher level officials will be effectuated.

Policies and procedures relative to emergency resources management, organizational and operational concepts are provided in the California Emergency Resources Management Plan and in Annex K, RESOURCES AND SUPPORT OPERATIONS.

1.9 Continuity of Government

A major disaster or nuclear attack could result in great loss of life and property, the death or injury of key government officials, and/or the partial or complete destruction of established seats of government, and public and private records essential to continued operations of government and industry. To help preserve law and order and to continue/restore local services, it is essential the governmental structure of the City and County San Francisco function during or following such situations.

The California Government Code and the State Constitution provide legal authority for the continuity and preservation of state and local government. Enclosure 1-4, Continuity of Government, provides details on the Continuity of Government Program in California. Attachment 1-4-A to the enclosure provides a listing of successors to the position of Mayor in the City and County of San Francisco.

1.10 Public Awareness and Education

The public's response to any emergency is based on an understanding of the nature of the emergency, the potential hazards, the likely response of emergency services, and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

1.11 Training, Tests, and Exercises

The objective of any Emergency Management Organization is efficient and timely response during emergencies. An Emergency Plan is the first step toward that objective; however, planning alone will not guarantee preparedness. Training and exercising is essential to make emergency operations personnel operationally ready.

The best method of training San Francisco's Emergency Management Staff to respond to emergency incidents is through exercises. Training, exercises all City personnel to become thoroughly familiar with the procedures, facilities and systems which will actually be used in emergency situations.

Desk/table top exercises provide a convenient and low cost method of introducing City officials to scenario related problem situations for discussion and problem solving. Such exercises are a way to see if policies and procedures exist to handle certain issues.

Operations exercises simulate an actual emergency. They typically include complete Emergency Management Staffs and are designed not only to exercise procedures, but also to test the readiness of personnel, communications, and facilities. Such exercises can be conducted at the ECC level or as field exercises.

Enclosure 1-1, Part One

AUTHORITIES AND REFERENCES

1. General

The California Emergency Services Act (hereinafter referred to as the Act) provides the basic authorities for conducting emergency operations following the proclamations of emergency by the Governor and/or appropriate City authority. The provisions of the Act are further reflected and expanded on by appropriate City emergency ordinances.

The California Emergency Plan, which is promulgated by the Governor, is published in accordance with the Act and provides overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including war. Section 8568 of the Act states that "the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be deemed necessary to carry out the provisions thereof". The San Francisco Emergency Plan is, therefore, considered to be an extension of the California Emergency Plan.

2. Emergency Proclamations

2.a Local Emergency

A Local Emergency may be proclaimed by the Mayor of San Francisco or a duly authorized local official, as specified by Chapter 7, City and County of San Francisco Administrative Code. A proclamation will normally be made when there is an actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of the City and County of San Francisco, caused by such conditions as air pollution, fire, storm, inundation, epidemic, riot/civil disturbance or earthquake or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy.

The proclamation of a Local Emergency provides legal authority to:

- o If necessary, request that the Governor proclaim a State of Emergency.
- o Promulgate orders and regulations necessary to provide for the protection of life and property, including orders or regulations imposing a curfew within designated boundaries.

2.a Local Emergency - cont'd.

- o Exercise full power to provide mutual aid to any affected area in accordance with Ordinances, Resolutions, Emergency Plans, or agreements thereto.
- o Request that state agencies provide mutual aid.
- o Require the emergency services of any San Francisco official or employee.
- o Requisition necessary personnel and materiel of any department or agency.
- o Obtain vital supplies and equipment and, if required immediately, to commandeer the same for public use.
- o Impose penalties for violation of lawful orders.
- o Conduct emergency operations without facing liabilities for performance, or failure of performance. (Note: Article 17 of the Emergency Services Act provides for certain privileges and immunities.)

2.b State of Emergency

A State of Emergency may be proclaimed by the Governor when:

- o There exists conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood/inundation, storm, epidemic, riot, or earthquake or other conditions, other than conditions resulting from a labor controversy or conditions causing a State of War Emergency; and either
- o He is requested to do so by local authorities; or
- o He finds that local authority is inadequate to cope with the emergency.

Whenever the Governor proclaims a State of Emergency:

- o Mutual aid shall be rendered in accordance with approved Emergency Plans whenever the need arises for outside aid in any county, city and county, or city.

2.b State of Emergency - cont'd.

- o The Governor shall, to the extent he deems necessary, have the right to exercise within the area designated all police power vested in the state by the Constitution and the laws of the State of California.
- o Jurisdictions (San Francisco) may command the aid of citizens as deemed necessary to cope with an emergency.
- o The Governor may suspend the provisions of any regulatory statute, or statute prescribing the procedure for conducting state business, or the orders, rules, or regulations of any state agency.
- o The Governor may commandeer or utilize any private property or personnel (other than media) in carrying out his responsibilities.
- o The Governor may promulgate, issue and enforce orders and regulations as he deems necessary.

2.c State of War Emergency

Whenever the Governor proclaims a State of War Emergency, or if a State of War Emergency exists, all provisions associated with a State of Emergency apply, plus:

- o All state agencies and political subdivisions are required to comply with lawful orders and regulations of the Governor made or given within limits of his authority as provided for in the Emergency Services Act.

3. Authorities

The following provides emergency authorities for conducting and/or supporting emergency operations:

3.a Federal

Federal Disaster Relief Act of 1974 (Public Law 93-288).

Federal Civil Defense of 1950 (Public Law 920), as amended.

Public Law 84-99 (U.S. Army Corps of Engineers-Flood Fighting).

3.b State

California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).

California Natural Disaster Assistance Act.

Section 128, California Water Code (California Department of Water Resources - Flood Fighting).

Orders and Regulations which may be Selectively Promulgated by the Governor during a STATE OF EMERGENCY (see Attachment 1-1-A).

Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a STATE OF WAR EMERGENCY (see Attachment 1-1-B).

3.c Local

See Attachment 1-1-C, Local Authorities and References.

4. References

4.a State

California Emergency Plan

Disaster Assistance Procedural Manual (Published by the California Office of Emergency Services).

California Emergency Resources Management Plan.

California Master Mutual Aid Agreement and supporting mutual aid agreements.

California Law Enforcement Mutual Aid Plan.

California Fire and Rescue Operations Plan

California Mutual Aid Agreement for Public Works (proposed).

4.b Local

See Attachment 1-1-C

Attachments:

- 1-1-A State of Emergency Orders and Regulations
- 1-1-B State of War Emergency Orders and Regulations
- 1-1-C Local Authorities and References

Attachment 1-1-A, Enclosure 1-1

**ORDERS AND REGULATIONS WHICH MAY BE SELECTIVELY
PROMULGATED BY THE GOVERNOR DURING A STATE OF EMERGENCY**

(Extracted from the California Emergency Plan)

Order 1

It is hereby ordered that the period of employment for State Personnel Board emergency appointments, as provided in Section 19120 of the Government Code and State Personnel Board Rules 301-303, be waived for positions required for involvement in emergency and/or recovery operations. The requirements and period of employment for such appointments will be determined by the Director, California Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

Order 2

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, all drugs and medical supply stocks intended for wholesale distribution shall be held subject to the control and coordination of the Department of Health Service, Food and Drug Section. Authority imparted under this Order, and specific to the proclaimed emergency shall not extend beyond the termination date of said State of Emergency.

Order 3

It is hereby ordered that during the proclaimed State of Emergency appropriate parts of Sections 18020-18026 of the Government Code and State Personnel Board Rules 130-139 be waived to permit cash compensation to personnel whose work is designated by the Director, California Office of Emergency Services as essential to expedite emergency and recovery operations for all time worked over the employee's regular workweek, at a rate of 1 1/2 times the regular of pay. The Director, Office of Emergency Services, will also designate the beginning and ending dates for such overtime for each individual involved. This waiver shall not extend beyond the termination date of said State of Emergency.

Order 4

It is hereby ordered that, in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, the provisions of Sections 3247-3258 of the Civil Code relating to state contracting bonding requirements for the performance of heavy rescue, debris removal, expedient construction, preparation of mobile home sites, and related activities are suspended. This suspension shall not extend beyond the termination date of said State of Emergency.

Order 5

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, those zoning, public health, safety, or intrastate transportation laws, ordinances, regulations, or codes which the Director, California Office of Emergency Services, determines impair the provision of temporary housing be suspended for a time not to exceed 60 days, after the proclaimed State of Emergency and authorization by the President upon the declaration of a Major Disaster for the Temporary Housing Program as prescribed in Section 404 of Public Law 93-288 and Section 8654(a) of the Government Code.

Order 6

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, distribution of intra-state petroleum stocks including those in refinery storage, major distribution installations and pipeline terminals, shall be held subject to the control and coordination of the Energy Resources Conservation and Development Commission. Petroleum stocks may be prioritized and diverted for use into a disaster area or in support of disaster mitigation operations. Any and all actions taken shall be at the discretion and judgement of the State Fuel Allocator, California Energy Commission, for use in disaster mitigation. Such actions shall be coordinated with and prioritized by the Director, Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

Order 7

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, all banks will take emergency operating actions pursuant to Section 1916 of the Financial Code. Actions taken under this Order, and specific to the proclaimed emergency, shall not extend beyond the termination date of said State of Emergency.

Attachment 1-1-B, Enclosure 1-1

ORDERS AND REGULATIONS PROMULGATED BY THE GOVERNOR
TO TAKE EFFECT UPON THE EXISTENCE OF A STATE OF WAR EMERGENCY

(Extracted from the California Emergency Plan)

Order 1

It is hereby ordered that the following orders and regulations, numbered 2 through 12, having been duly made in advance of a State of War Emergency, approved by the California Emergency Council, and filed with the Secretary of State and the county clerk of each county, shall take full effect upon the existence of a State of War Emergency and shall remain in full force and effect until amended or rescinded or until termination of said State of War Emergency. (See Section 8567(a), (b), and (d), State Emergency Services Act.)

Order 2

It is hereby ordered that, immediately upon existence of a State of War Emergency, all counties, cities and counties, and cities of the State will immediately sound the indicated warning signal and/or take all other appropriate actions to warn residents. The warning signals necessary to effectuate this action shall be those prescribed by the Federal Government for this purpose.

Order 3

It is hereby ordered that the Director of the Office of Emergency Services is authorized and directed to act on behalf of the Governor and in the name of the State of California in implementing and operating the California War Emergency Plan; and he is authorized to assume command and control of operations within the state in accordance with such plan, insofar as adherence to such plan is adequate, and to deviate from such plan, as directed by the Governor or to the extent and in such manner as he may deem necessary for the protection of life, property, and resources of or within the state against unforeseen circumstances or hazards which, by reason of their character or magnitude, are beyond the scope of such plan; and

Order 3 - cont'd.

It is further ordered that the Director of the Office of Emergency Services is authorized to delegate such powers as are herein granted, or as authorized under Article 5 of the California Emergency Services Act, to personnel of his office as he may deem necessary, and such personnel may act on behalf of and in the name of the Director of the Office of Emergency Services in carrying out any authority so delegated.

Order 4

It is hereby ordered that all public employees or persons holding positions of responsibility in the State or in accredited local emergency organizations, and all registered disaster service workers, and all unregistered persons impressed into service during a State of War Emergency by a person having the authority to command the aid of citizens in the execution of his duties, are hereby declared to be members of the Statewide War-Emergency Organization; and

It is further ordered that all officials of local political subdivisions of the State and all registered disaster service workers who perform duties in the State or Regional emergency operations headquarters are hereby declared to be personnel of the State War-Emergency Organization for the period of the State of War Emergency, subject to the direction of the Governor, the Director of the Office of Emergency Services, and/or the Manager of the regional headquarters to which such persons are assigned or attached; and

It is further ordered that all officials and registered disaster service workers heretofore designated as Coordinators or as staff personnel of Operational Area Organizations, which have been ratified by the California Emergency Council, are hereby declared to be personnel of the State War-Emergency Organization.

Order 5

It is hereby ordered that the governmental functions for the protection of lives, property, and resources of the State and of every political subdivision thereof shall continue in full force and effect, and all duly constituted officials of the State and of every political subdivision thereof shall continue to discharge their responsibilities and shall comply with, enforce, and assume the responsibility for implementing such regulations and orders not inconsistent with or contradictory to rules, regulations, or orders issued by the President of the United States or the Commanding General, Sixth United States Army, as are now or may hereafter be promulgated by the Governor, in accordance with approved plans and procedures.

Order 6

It is hereby ordered that, in accordance with national and state policy, as reflected in the General Freeze Order, Part A, California Emergency Resources Management Plan, all retail sales and transfers of consumer items are prohibited for a period of at least five days following the onset of a State of War Emergency, except for the most essential purposes as determined by federal, state, or local authorities and except for essential health items and perishables in danger of spoilage.

Order 7

It is hereby ordered that the sale of alcoholic beverages shall be discontinued immediately.

Order 8

It is hereby ordered that all petroleum stocks for California distribution, including those in refinery storage, major distribution installations, and pipe line terminals, shall be held subject to the control of the State Petroleum Director; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for petroleum products shall operate in accordance with rules and regulations prescribed by the State Petroleum Organization as outlined in Part B-VII of the California Emergency Resources Management Plan.

Order 9

It is hereby ordered that all wholesale foodstocks, including those under the control of processors, wholesalers, agents and brokers, be held subject to the control of the State Food Director, except that:

- (1) Fresh fluid milk, fresh vegetables, and bread are not subject to this order; and
- (2) Supplies necessary for immediate essential use, on the basis of 2100 calories per person per day, of persons in homes or in mass care centers, restaurants, hotels, hospitals, public institutions, and similar establishments feeding approximately 100

Order 9 - cont'd.

- (2) persons or more per day, may be obtained from wholesale and/or retail sources upon approval by local authorities operating in accordance with existing state and federal food supply policies; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for foodstocks shall operate in accordance with rules and regulations prescribed by the State Food Organization as outlined in Part B-III of the California Emergency Resources Management Plan,

Order 10

It is hereby ordered that all drugs and medical supply stocks in California intended for wholesale distribution, shall be held subject to the control of the Chief, State Emergency Medical and Health Organization; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for drugs and medical supplies shall operate in accordance with rules and regulations prescribed by the State Emergency Medical and Health Organization as outlined in Part B-IV of the California Emergency Resources Management Plan.

Order 11

It is hereby ordered that all banks will take emergency operating actions pursuant to Sections 1915 and 1916 of the Financial Code.

Order 12

It is hereby ordered that, pursuant to the California Emergency Resources Management Plan, Part B-IV, Economic Stabilization, and in conjunction with the lifting of the General Freeze Order as referred to in Order 6, price and rent control and consumer rationing will be invoked and administered by the State Economic Stabilization Organization. Rationed items may include those identified in the list of essential survival items contained in Part A, California Emergency Resources Management Plan, and such other items as may be in short supply.

LOCAL AUTHORITIES AND REFERENCES

1. Authorities

The following provides emergency authorities for conducting and/or supporting emergency operations.

1.a City and County of San Francisco Charter Provisions For:

- o Continuity of Government in a Disaster, Article II, Chapter One, paragraphs 2.201 and 3.100.
- o Powers and Duties of the Mayor in a Public Emergency, Article III, Chapter One, paragraph 3.100.
- o Special Powers of the Chief of Police in the event of a Riot or Public Disturbance, Chapter 5, Part IV, Section 3.537.
- o Special Procedures: Chapter One; Purchase of Material, Supplies and Equipment; Section 7.100 Material, Supplies and Equipment.

1.b City and County of San Francisco Administrative Code:

- o Emergency Repairs and Work, Chapter 6, Section 6.30
- o Ordinance 40-72, dated February 25, 1972, Amending Chapter 7.
- o Purposes, "Emergency" Defined and Construed, Section 7.1.
- o Mutual Aid Agreement, Section 7.2 (Resolution 11053, Series 1939, dated April 25, 1951, adopting California Mutual Aid Agreement).
- o Organizational Provisions, Section 7.9.
- o Powers to Combat Contaminating Agents, Section 7.15.
- o Emergency Procurement of Supplies, Section 21.25.

1.c Letter of Agreement Between Chief, San Francisco Police Department and San Francisco Fire Department, dated November 23, 1982.

2. References

2.a Federal

- o U.S. Department of Commerce/National Oceanic and Atmospheric Administration Study: "A Study of Earthquake Losses in the San Francisco Bay Area", 1972.

2.b State

- o California Mutual Aid Agreement
- o California Department of Conservation, Division of Mines and Geology, Publication 61, "Earthquake Planning Scenario, for a magnitude 8.3 Earthquake on the San Andreas Fault in the San Francisco Bay Area," 1982.
- o California Department of Conservation, Division of Mines and Geology, Publication ,
- o California Government Code, Section 8589.5 (dam safety)
- o California Health and Safety Code
 - a. Division 1, Chapter 1, Sections 1158 & 470-474
 - b. Division 20, Chapter 6.5, Sections 25115 & 25117
 - c. Division 20, Chapter 7, Sections 25600-25610
- o State Office of Emergency Services
 - a. Plan Bulldozer
 - b. Dam Assessment Plan for Volunteer Engineers
 - c. Dam Assessment Plan for California Building Officials
 - d. Memorandum of Understanding with American Red Cross (10/29/79)

2.c Local

- o San Francisco Fire Department Standard Operating Procedure
- o San Francisco Police Department Standard Operating Procedure
- o Department of Public Health, Emergency Medical Services, Multi-Casualty Plan
- o San Francisco Water Department Emergency Procedure Manual

2.d Other

- o American Red Cross 3001 - Disaster Services Regulation and procedures, January 1982.

Enclosure 1-2, Part One

HAZARD MITIGATION

1. Purpose

This enclosure establishes actions, policies and procedures for implementing Section 406 (Minimum Standards for Public and Private Structures) of the Federal Disaster Relief Act of 1974 (Public Law 93-288) following a Presidentially declared Emergency or Major Disaster. It also assigns hazard mitigation responsibilities to various elements of federal, state and local governments in California.

2. Authorities and References

Activities enumerated in this Enclosure will be conducted in accordance with the enabling legislation, plan, and agreements listed in Enclosure 1-1, Authorities and References, Part One

3. General

Section 406 of Public Law 93-288 (see Attachment 1-2-A) requires, as a condition to receiving federal disaster aid, that repairs and reconstruction be done in accordance with applicable codes, specifications, and standards. It also requires that the state and local government recipient of federal aid evaluate the natural hazards of the area in which the aid is to be used, and take action to mitigate them, including safe land use and construction practices.

Section 406 deals with the opportunities presented in current Emergency or Major Disaster response effort to mitigate potential hardship and loss resulting from future disasters. This involvement with natural hazard mitigation under Section 406 is triggered in post-disaster situations. Hazard mitigation includes such activities as:

- o Minimizing the impact of future disasters on the community.
- o Improvement of structures and facilities at risk.
- o Identification of hazard prone areas and development of standards for prohibited or restricted use.
- o Loss recovery and relief (including insurance).
- o Hazard warning and population protection.

4. Implementation

4.a Federal/State Agreement

Following the Presidentially declared Emergency or Major Disaster, the Regional Director of the Federal Emergency Management Agency (FEMA) and the Governor's Authorized Representative (GAR) execute a document called the Federal/State Agreement. This Agreement includes appropriate provisions for hazard mitigation. Under the "typical paragraph" (see Attachment 1-2-B) set out to serve this purpose, the State agrees to:

- o Evaluate or have the applicant evaluate the natural hazards in the disaster area, and make appropriate recommendations to mitigate them.
- o Follow up with applicants to ensure that the appropriate hazard mitigation actions are taken.
- o Follow up with applicants to ensure that the appropriate hazard plan or plans are developed and submitted to the FEMA Regional Director for concurrence.
- o Review and update as necessary disaster mitigation portions of emergency plans.

4.b Joint Federal/State/City Hazard Mitigation Team

The FEMA Regional Director and the GAR appoint a Federal and State Hazard Mitigation Coordinator (HMC), respectively; the City as applicant, and as might be required, will designate a City HMC. These individuals will constitute the Hazard Mitigation Team which will:

- o Identify significant hazards in the affected areas giving priority to disaster-related hazards.
- o Evaluate impacts of these hazards and measures which will mitigate their impacts.
- o Recommend appropriate hazard mitigation measures.

The Hazard Mitigation Team uses information from Damage Survey Reports (DSRs) and through visits to selected sites where significant damage has occurred. The State and City representatives on the Hazard Mitigation Team are responsible for ensuring that there is adequate consultation among interested federal, state and local parties.

4.c Hazard Mitigation Plans

The Hazard Mitigation Team will also prepare a Hazard Mitigation Plan which will be submitted to the FEMA Regional Director through the GAR within 180 days after a Presidential declaration. The objectives of the Plan are to:

- o Recommend hazard mitigation measures for local, state, and federal agencies.
- o Establish short and long-term planning frameworks for implementation of hazard mitigation efforts.

5. Concept of Operations

5.a Objectives

The identification of hazards following an Emergency or Major Disaster and accomplishment of appropriate hazard mitigation measures are the short-term planning objectives required by the Federal/State Agreement. The FEMA Regional Director and the GAR shall ensure compliance with these objectives as a condition for federal loans or grants.

5.b Surveys

The City (applicant) is expected to use its resources and capabilities as necessary to perform emergency work, such as debris removal or emergency measures to save lives, to protect public health and safety, and to protect property, before requesting assistance from state or federal government.

Preliminary damage assessments may identify major hazards and opportunities for hazard mitigation activities prior to a declaration of Major Disaster or Emergency.

Damage Survey Reports (DSRs) shall include identification of hazards and shall recommend mitigation measures to be incorporated into the repair work.

The Federal/State Hazard Mitigation Team shall review applicable land use regulations, construction codes, and other appropriate hazard mitigation measures. Utilizing information from preliminary damage assessments, DSRs, and all other readily available pertinent information, the team shall visit the sites of significant damage and shall evaluate all hazards at those sites. The team shall include appropriate recommendations of hazard mitigation measures in its final report for each identified significant hazard.

5.c Plans

For each hazard-prone area, the Federal/State hazard Mitigation Team shall review and evaluate existing emergency plans for hazard mitigation. In case where no plan for hazard mitigation exist or are inadequate, the team shall report its findings and recommendations concerning specific needs to develop or improve, as required, and maintain hazard mitigation plans.

Existing hazard mitigation plans shall be updated and new ones developed as deemed necessary by the FEMA Regional Director in consultation with the GAR. In determining whether to impose such a requirement on the City, consideration shall be given to the opportunities for effective hazard mitigation, size and composition of the City, the City's authority to regulate land use and construction practices, and the City's exercise of such authority.

The GAR and/or the FEMA Regional Director may provide technical advice and assistance in developing new plans or updating existing plans to mitigate hazards identified as the result of the Major Disaster or Emergency within affected areas.

6. Responsibilities

6.a Federal

(1) Federal Emergency Management Agency (FEMA)

The FEMA Regional Director is responsible for hazard mitigation actions under the terms of the Federal/State Agreement. The Regional Director, in coordination with the GAR,, shall:

- o Provide for a Joint Federal/State/City Hazard Mitigation Team to survey the disaster affected area as soon as possible following a Major Disaster or Emergency declaration by the President and to accomplish hazard mitigation planning in accordance with the Federal/State Agreement,
- o Appoint a Hazard Mitigation Coordinator (HMC) to:
 - Serve on the Federal/State Hazard Mitigation Team,
 - Confer with City, state and federal officials concerning these hazards and hazard mitigation measures; and
 - Coordinate with the State Hazard Mitigation Coordinator (SHMC) appointed by the GAR to work with those designated to accomplish the planning required.

6.a Federal - cont'd.

- o Provide overall leadership with respect to the general administration of Section 406.
- o Ensure that the ultimate benefits to be gained through effective hazard mitigation programs are not diminished.
- o Provide technical advice and assistance.
- o Encourage City government to adopt safe land use practices and construction codes.
- o Ensure that FEMA and other federal efforts are supplemental to City and state efforts.
- o Encourage initiative by state and City governments.

(2) Other Federal Agencies as appropriate.

6.b State

(1) Office of Emergency Services

A representative of the Office of Emergency Services (OES) will be appointed by the Governor to act in the capacity of GAR, who will be responsible for state performance of hazard mitigation activities under the Federal/State Agreement. The GAR, in coordination with the FEMA Regional Director, shall:

- o Appoint a SHMC to serve on the Federal/State Hazard Mitigation Team.
- o Arrange for state and City participation in Federal-State survey and hazard mitigation planning in disaster affected areas

(2) State Hazard Mitigation Coordinator/Planner

The SHMC in coordination with the GAR, shall:

- o Arrange for consultations on the findings and recommendations from the joint survey and shall follow up to ensure that timely and adequate City and state hazard mitigation actions are taken.

(2) State Hazard Mitigation Coordinator/Planner - cont'd.

- o As appropriate, provide funding or technical assistance to eligible applicants for the purposes of accomplishing state approved hazard mitigation actions.
- o Arrange for state inspection or audit to verify compliance with approved hazard mitigation measures.
- o Upon completion of approved hazard mitigation activities in accordance with the Federal/State Agreement, submit a final report of compliance with hazard mitigation requirements by state and City governments to the FEMA Regional Director for review and acceptance.
- o Accomplish hazard mitigation planning in accordance with the Federal/State Agreement.

(3) Other State Agencies as Appropriate

6.c Local

(1) Applicant (City and County of San Francisco)

The City's (as Applicant) Authorized Representative (AAR), as designated by the Mayor, is responsible for the City's performance of hazard mitigation measures under the terms of the Federal/State Agreement. The AAR, in coordination with the GAR shall:

- o Appoint a Local (City) Hazard Mitigation Coordinator (LHMC) to work with the Federal/State Hazard Mitigation Team.
- o With respect to any project application, submit adequate assurance that required hazard mitigation measures have been taken or will be completed.
- o To the extent of legal authority, implement and enforce land use regulations and safe construction practices which are agreed upon as conditions for FEMA grants and loans.
- o Provide evidence of compliance with conditions for any approved FEMA grants or loans as required by the GAR.

(2) Local (City) Hazard Mitigation Coordinator

Working with the Federal/State Hazard Mitigation Team, the LHMC shall:

- o Assess disaster damage within the City.
- o Arrange for City participation in consultations with the Federal/State Hazard Mitigation Team about hazard mitigation actions.
- o Inform City officials and citizens about significant team activities, and collect any local comments on these matters and report them to the SHMC.
- o Work with the Federal/State Hazard Mitigation Team in reviewing and updating existing hazard mitigation plans, or in developing new hazard mitigation plans as may be scheduled by the GAR and requested by the FEMA Regional Director.

7. Hazard Mitigation Measures

7.a Avoidance

For each hazard identified following a Major Disaster or Emergency, the Federal/State Hazard Mitigation Team shall assess the feasibility of avoiding high hazard areas in cases where new construction, alteration, or major repairs are involved in restoration of damaged or destroyed facilities. The team shall also make specific recommendations concerning land use regulations and rezoning to achieve the objectives of avoidance whenever appropriate.

7.b Reduction

The Federal/State Hazard Mitigation Team shall make specific recommendations concerning reduction measures to achieve the objectives of reduction whenever appropriate.

7.c Land Use Regulations

(1) Local Zoning

Regulation of land use within the City and County of San Francisco is a function of City government, as granted by Charter

City authority. Specific state or federal recommendations or restrictions may be adopted by mutual agreement, if approved by the appropriate City body, or as a condition for certain types financial assistance.

- o The Federal/State Hazard Mitigation Team may make specific recommendations concerning land use regulations based on field observations and evaluation of hazards within the affected area.
- o In consultations with the City (applicant), the Federal HMC and the State HMC, it will be necessary to identify the City's options for decision-making.
- o The Federal and/or State HMC shall encourage adoption and enforcement of land use regulations, as appropriate.

(2) State Land Use Regulations

Land use regulations for state-owned properties outside the jurisdiction of the City and County of San Francisco are adopted and enforced by the responsible state agency.

- o The Federal/State Hazard Mitigation Team may make recommendations concerning revisions of existing state land use regulations and provide technical advice and assistance for developing such regulations.
- o The state may require City adoption of statewide land use regulations as a condition for state aide, such as grants, loans or technical assistance.

(3) Federal Land Use Regulations

Land use regulations for federally-owned properties outside the jurisdictions of the City or state government are adopted and enforced by the responsible federal agency.

- o The Federal/State Hazard Mitigation Team may encourage federal agencies to adopt land-use regulations currently used by the City as being applicable to federal properties.
- o A federal agency may require the City or state government to adopt and enforce certain hazard mitigation regulations as a condition for federal assistance or participation in federally assisted programs.

(3) Federal Land Use Regulations - cont'd.

- o Following a Major Disaster or Emergency declaration, Federal/State Hazard Mitigation Team shall make findings and recommendations as appropriate for development or updating of model hazard-mitigation regulations by various federal agencies for mitigation of hazards identified.
- o The team may arrange for federal technical advice and assistance in modifying land-use regulations to satisfy local requirements.

7.d Construction Practices

(1) Local Codes/standards

- o Following a Major Disaster or Emergency declaration, the Federal/State Hazard Mitigation Team shall inventory and evaluate the City's existing codes for the types of repairs, reconstruction, or restorative work for which federal loan or grant assistance is being requested.
- o The Federal/State Hazard Mitigation Team may make available for consideration by the City's appropriate body, model state federal standards or codes. Cognizance must be taken that such standards for new construction may be different from those for repairs or alterations to existing facilities or structures.
- o The Federal/State Hazard Mitigation Team may develop appropriate recommendations to the City's appropriate oversight body for upgrading existing or adopting new code standards.
- o Following a Major Disaster or Emergency declaration, the City has the responsibility for adopting or updating, as necessary, appropriate code standards and enforcement. The City may request state or federal technical advice or assistance in taking these actions.

(2) State Standards

Construction standards for state-owned buildings, structures, or facilities outside the jurisdiction of City government are adopted and enforced by the responsible state agency. In some cases these construction standards may serve as a model for City government.

7.d (2) State Standards - cont'd.

- o As a condition for state- approval of loan or grant assistance as a result of a Major Disaster or Emergency declaration, the GAR may recommend to the FEMA Regional Director that certain construction standards for FEMA-assisted projects for hazard mitigation purposes be prescribed.
- o The State HMC may provide technical advice and assistance on hazard mitigation measures, in coordination with the appropriate City oversight body, to applicants, private organizations, and individuals.

(3) Federal Standards

Construction standards for federally-owned structures, buildings, or facilities outside the jurisdiction of the City or state governments are adopted and enforced by the responsible federal agency. In some cases these federal construction standards may serve as model standards for the state and City governments.

- o Federal standards for hazard mitigation may be available and appropriate for City, state, and federal use.
- o The Federal/State Hazard Mitigation Team shall become aware of existing City codes and standards. The Team may recommend to the City appropriate construction standards and codes for consideration, by the appropriate City oversight and enforcement bodies, mitigation measures related to the Major Disaster or Emergency.

(4) FEMA Standards

- o Working with the state and applicants (City), through the Federal/State Hazard Mitigation Team, the FEMA Regional Director shall encourage local adoption and enforcement on all projects, including non-federally assisted projects, of appropriate standards for hazard mitigation.

(4) FEMA Standards - cont'd.

- o The FEMA Regional Director may suspend or refuse to approve any project application until he/she is satisfied that the approved work will result in a facility or structure safe and usable for the pre-disaster function, or for alternate functions proposed as flexible funding by the City (applicant) in accordance with those regulations.

Attachments

- 1-2-A Extract, Section 406, Public Law 93-288
- 1-2-B Hazard Mitigation Addition to the Federal/State Agreement
- 1-2-C Hazard Mitigation Definitions

Attachment 1-2-A, Enclosure 1-2

EXTRACT

FEDERAL DISASTER RELIEF ACT OF 1974 (PUBLIC LAW 93-288)

MINIMUM STANDARDS FOR PUBLIC AND PRIVATE STRUCTURES

Sec. 406. As a condition of any disaster loan or grant under the provisions of this Act, the recipient shall agree that any repair or construction to be financed therewith shall be in accordance with applicable standards of safety, decency, and sanitation and in conformity with applicable codes, specifications, and standards, and shall furnish such evidence of compliance with this section as may be required by regulation. As a further condition of any loan or grant made under the provisions of Act, the State or local government shall agree that the natural hazards in the areas in which the proceeds of the grants or loans are to be used shall be evaluated and appropriate action shall be taken to mitigate such hazards, including safe land-use and construction practices, in accordance with standards prescribed or approved by the President after adequate consultation with the appropriate elected officials of general purpose local governments, and the State shall furnish such evidence of compliance with this section as may be required by regulation.

Attachment 1-2-B, Enclosure 1-2

HAZARD MITIGATION ADDITION TO THE FEDERAL/STATE AGREEMENT

The following represents the "typical paragraph" relating to hazard mitigation that is added to the Federal/State Agreement.

The State agrees that, as a condition for any Federal loan or grant, the State or the applicant shall evaluate the natural hazards in the area in which the proceeds of the grants or loans are to be used and shall make appropriate recommendations to mitigate such hazards for federally-assisted projects. The State further agrees: (1) to follow up with applicants, within State capabilities, to assure that, as a condition for any grant or loan under the Act, appropriate hazard mitigation actions are taken; (2) to prepare and submit not later than 180 days after the declaration to the Regional Director for concurrence, hazard mitigation plan or plans for the designated areas, and (3) to review and update as necessary disaster mitigation portions of the emergency plans.

The Regional Director agrees to make Federal technical advice and assistance available to support the planning efforts and actions.

Attachment 1-2-C, Enclosure 1-2

HAZARD MITIGATION DEFINITIONS

Avoidance

To eliminate a hazard through measures such as relocation or prohibition of construction within an area susceptible to risk or danger, or by other means.

Construction Practices

Codes, standards, and specifications applicable to repairs, or to alterations or new construction of a facility or structure.

Disaster Proofing

Those alterations or modifications to damaged facilities that could be expected to prevent or substantially reduce future damages to the repaired or reconstructed facility, or to make it disaster resistant.

Hazard

Any natural source of danger or element of risk identified following a Major Disaster or Emergency.

Land Use Regulation

Includes zoning for purposes compatible with both preventive and corrective restrictions on construction, repairs, or alterations of facilities within specified areas. Preventive restrictions provide regulation of new land use, i.e., nonstructural disaster control measures such as use of high hazard areas for parks and recreational areas. Corrective restrictions include:

- o Acquisition;
- o Insurance; and
- o Removal of non-conforming uses.

Mitigation

To alleviate by softening and making less severe the effects of a Major Disaster or Emergency and of future disasters in the affected areas, including reduction or avoidance.

Reduction

To diminish in strength and intensity or to restrict or lessen the size, amount and extent of damage from the Major Disaster or Emergency or to be expected as the result of future disasters.

Enclosure 1-3, Part One

MUTUAL AID

1. Introduction

The foundation of California's emergency planning and response is a state-wide mutual aid system which is designated to ensure that adequate resources, facilities, and other support is provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s). The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement (see Attachment 1-3-A), as provided for in the California Emergency Services Act. This Agreement has been adopted by California's incorporated cities and by all 58 counties. It created a formal structure wherein each jurisdiction retains control of its own personnel and facilities, but can give and receive help whenever it is needed. State government, on the other hand, is obligated to provide available resources to assist local jurisdictions in emergencies.

To facilitate the coordination and flow of mutual aid, the state has been divided into Mutual Aid Regions. Through this mutual aid system, State OES can receive information from geographic and organizational areas of the state. This includes direct notification from a San Francisco official that a disaster exists or is imminent. In some cases, it might include information that would make it possible to anticipate an emergency, mitigate its effects by accelerated preparations, or perhaps prevent a situation from developing to disaster proportions.

To further facilitate the mutual aid process, particularly during day-to-day emergencies involving public safety agencies, Fire and Rescue and Law Enforcement Coordinators have been selected and function at the Operational Area (County), Mutual Aid Region, and at the state (OES) level. It is expected that during a catastrophic event, such as an earthquake, Coordinators will be assigned at all levels for other essential services (e.g. Medical, Care and Shelter, Rescue, etc.)

2. Responsibilities

2.a local Jurisdiction/Operational Area (Same for the City & County of San Francisco)

The City & County of San Francisco and its Operational Coordinators have responsibility for:

- o Developing and maintaining a current Emergency Plan which is compatible with the California Emergency Plan and the California Master Mutual Aid Agreement, and designed to commit local resources

2.a Local Jurisdiction/Operational Area - cont'd.

to meet the emergency requirements of San Francisco, and coordinate such plan with those of neighboring jurisdictions to ensure compatibility.

- o Maintaining liaison with OES Mutual Aid Region 2 Office and neighboring jurisdictions.
- o Identifying Multipurpose Staging Areas (MSA) to provide rally points for incoming mutual aid or a staging for support and recovery activities.
- o Responding to requests for mutual aid.
- o Channeling local mutual aid requests from the City & County of San Francisco to the appropriate OES Mutual Aid Region 2 Coordinator.
- o Dispatching situation reports to the appropriate OES Mutual Aid Region 2 Coordinator as the emergency situation develops and as changes in the situation dictate.
- o Receiving and employing resources provided by other counties, state, federal and private agencies.
- o Carrying out emergency regulations issued by the Governor.

2.b OES Mutual Aid Region 2

Coordinators at OES Mutual Aid Region 2 are responsible for:

- o Maintaining liaison with appropriate state, federal, and local emergency response agencies located within the Region.
- o Providing planning guidance and assistance to San Francisco.
- o Responding to mutual aid requests submitted by San Francisco Operational Coordinators.
- o Receiving, evaluating, and disseminating information on emergency operations.
- o Providing the State Director, OES, with situation reports and, as appropriate, recommended courses of action.

2.c State

State Office of Emergency Services

- o Performs executive functions assigned by the Governor.
- o Coordinates the extraordinary emergency activities of all state agencies.
- o Receives, evaluates, and disseminates information on emergency operations.
- o Prepares emergency proclamations and orders for the Governor and disseminates to all concerned.
- o Receives, processes, evaluates, and acts on requests for mutual aid.
- o Coordinates the application of state mutual aid resources and services.
- o Receives, processes, and transmits requests for federal assistance.
- o Directs the receipt, allocation, and integration of resources supplied by federal agencies and/or other states.
- o Maintains liaison with appropriate state, federal, and private agencies.
- o Coordinates emergency operations with bordering states.

Other State Agencies

Provides mutual aid assistance to local jurisdictions commensurate with capabilities and available resources.

3. Policies and Procedures

- o Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement and supporting separate agreements.
- o During a proclaimed emergency, interjurisdictional mutual aid will be coordinated at the appropriate Operational Area or Mutual Aid Regional level whenever the available resources are:

3. Policies and Procedures - cont'd.

- Subject to state or federal control.
 - Subject to military control.
 - Located outside the requesting jurisdiction.
 - Allocated on a priority basis.
- o Due to incompatibility of radio communications equipment between most agencies, local agencies should where possible, provide incoming mutual aid forces with portable radios using local frequencies.
 - o Requests for and coordination of mutual aid support will normally be accomplished through established channels (Operational Area/San Francisco, OES Mutual Aid Region 2, to State). Requests should include, as applicable:
 - Number of personnel needed.
 - Type and amount of equipment.
 - Reporting time and location.
 - Authority to whom they are to report.
 - Estimated duration of operations.

4. References

Mutual aid assistance may be provided under one or more of the following authorities:

- o California Fire and Rescue Emergency Plan.
- o California Law Enforcement Mutual Aid Plan.
- o California Mutual Aid Agreement for Public Works (proposed).
- o Local Mutual Aid Agreement (see Attachment 1-3-B).
- o Federal Disaster Relief Act of 1974. (Public Law 93-288). (Provides federal support to state and local disaster activities.)

Attachments:

- 1-3-A California Disaster & Civil Defense Master Mutual Aid Agreement.
- 1-3-B Local Mutual Aid Agreement.

Attachment 1-3-A, Enclosure 1-3
CALIFORNIA DISASTER AND CIVIL DEFENSE
MASTER MUTUAL AID AGREEMENT

(Extracted from the California Emergency Plan)

This agreement made and entered into by and between the STATE OF CALIFORNIA, its various departments and agencies, and the various political subdivisions, municipal corporations, and other public agencies of the State of California;

W I T N E S S E T H:

WHEREAS, It is necessary that all of the resources and facilities of the State, its various departments and agencies, and all its political subdivisions, municipal corporations, and other public agencies be made available to prevent and combat the effect of disasters which may result from such calamities as flood, fire, earthquake, pestilence, war, sabotage, and riot; and

WHEREAS, It is desirable that each of the parties hereto should voluntarily aid and assist each other in the event that a disaster should occur, by the interchange of services and facilities, including, but not limited to fire, police, medical and health, communication, and transportation services and facilities, to cope with the problems of rescue, relief, evacuation, rehabilitation, and reconstruction which would arise in the event of a disaster; and

WHEREAS, It is necessary and desirable that a cooperative agreement be executed for the interchange of such mutual aid on a local, county-wide, regional, state-wide, and interstate basis;

NOW, THEREFORE, IT IS HEREBY AGREED by and between each and all of the parties hereto as follows:

1. Each party shall develop a plan providing for the effective mobilization all its resources and facilities, both public and private, to cope with any type disaster.

2. Each party agrees to furnish resources and facilities and to render services to each and every other party to this agreement to prevent and combat any type of disaster in accordance with duly adopted mutual aid operational plans, whether heretofore or hereafter adopted, detailing the method and manner by which such resources, facilities, and services are to be made available and furnished, which operational plans may include provisions for

training and testing to make such mutual aid effective; provided, however, that no party shall be required to deplete unreasonably its own resources, facilities, and services in furnishing such mutual aid.

3. It is expressly understood that this agreement and the operational plans adopted pursuant thereto shall not supplant existing agreements between some of the parties hereto providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis, but that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto, shall be without reimbursement unless otherwise expressly provided for by the parties to this agreement or as provided in Sections 1541, 1586, and 1587, Military and Veterans Code; and that such mutual aid is intended to be available in the event of a disaster of such magnitude that it is, or is likely to be, beyond the control of a single party and requires the combined forces of several or all of the parties to this agreement to combat.

4. It is expressly understood that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto shall be available and furnished in all cases of local peril or emergency and in all cases in which a STATE OF EXTREME EMERGENCY has been proclaimed.

5. It is expressly understood that any mutual aid extended under this agreement and the operational plans adopted pursuant thereto, is furnished in accordance with the "California Disaster Act" and other applicable provisions of law, and except as otherwise provided by law that: "The responsible local official in whose jurisdiction an incident requiring mutual aid has occurred shall remain in charge at such incident including the direction of such personnel and equipment provided him through the operation of such mutual aid plans." (Sec. 1564, Military and Veterans Code.)

6. It is expressly understood that when and as the State of California enters into mutual aid agreements with other states and the Federal Government that the parties to this agreement shall abide by such mutual aid agreements in accordance with law.

7. Upon approval or execution of this agreement by the parties hereto all mutual aid operational plans heretofore approved by the State Disaster Council, or its predecessors, and in effect as to some of the parties hereto, shall remain in full force and effect as to them until the same may be amended, revised, or modified. Additional mutual aid operational plans and amendments, revisions, or modifications of existing or hereafter adopted mutual aid operational plans, shall be adopted as follows:

(a) County-wide and local mutual aid operational plans shall be developed by the parties thereto and are operative as between the parties in accordance with the provisions of such operational plans. Such operational plans shall be submitted to the State Disaster Council for approval.

7.(a) - cont'd.

The State Disaster Council shall notify each party to such operational plans of its approval, and shall also send copies of such operational plans to other parties to this agreement who did not participate in such operational plans and who are in the same area and affected by such operational plans. Such operational plans shall be operative as to such other parties 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.

(b) State-wide and regional mutual aid operational plans shall be approved by the State Disaster Council and copies thereof shall forthwith be sent to each and every party affected by such operational plans. Such operational plans shall be operative as to the parties affected thereby 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.

(c) The declination of one or more of the parties to participate in a particular operational plan or any amendment, revision, or modification thereof, shall not affect the operation of this agreement and the other operational plans adopted pursuant thereto.

(d) Any party may at any time by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, decline to participate in any particular operational plan which declination shall become effective 20 days after filing with the State Disaster Council.

(e) The State Disaster Council shall send copies of all operational plans to those state departments and agencies designated by the Governor. The Governor may, upon behalf of any department or agency, give notice that such department or agency declines to participate in a particular operational plan.

(f) The State Disaster Council, in sending copies of operational plans and other notices and information to the parties to this agreement, shall send copies to the Governor and any department or agency head designated by him; the chairman of the board of supervisors, the clerk of the board of supervisors, and County Disaster Council, and any other officer designated by a county; the mayor, the clerk of the city council, the City Disaster Council, and any other officer designated by a city; the executive head, the clerk of the governing body, or other officer of other political subdivisions and public agencies as designated by such parties.

8. This agreement shall become effective as to each party when approved or executed by the party, and shall remain operative and effective as between each and every party that has heretofore or hereafter approved or executed this agreements, until participation in this agreement is terminated by the party. The termination by one or more of the parties of its participation in this agreement shall not affect the operation of this agreement as between the other parties thereto. Upon approval or execution of this agreement the State Disaster Council shall send copies of all approved and existing mutual aid operational plans affecting such party which shall become operative as to such party 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement declines to participate in any particular operational plan. The State Disaster Council shall keep every party currently advised of who the other parties to this agreement are and whether any of them has declined to participate in any particular operational plan.

9. Approval or execution of this agreement shall be as follows:

(a) The Governor shall execute a copy of his agreement on behalf of the State of California and the various departments and agencies thereof. Upon execution by the Governor a signed copy forthwith be filed with the State Disaster Council.

(b) Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution approve and agree to abide by this agreement, which may be designated as "CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT". Upon adoption of such a resolution, a certified copy thereof shall forthwith be filed with the State Disaster Council.

(c) The executive head of those political subdivisions and public agencies having no legislative or governing body shall execute a copy of this agreement and forthwith file a signed copy with the State Disaster Council.

10. Termination of participation in this agreement any be affected by any party as follows:

(a) The Governor, upon behalf of the State and its various departments and agencies, and the executive head of those political subdivisions and public agencies having no legislative or governing body, shall file a written notice of termination of participation in this agreement with the State Disaster Council and this agreement is terminated as to such party 20 days after the filing of such notice.

10. - cont'd.

(b) Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution give notice of termination of participation in this agreement and file a certified copy of such resolution with the State Disaster Council, and this agreement is terminated as to such party 20 days after the filing of such resolution.

IN WITNESS WHEREOF this agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

/signed/ EARL WARREN
GOVERNOR
On behalf of the State of
California and all its
Departments and Agencies

ATTEST: /signed/ FRANK M. JORDAN
November 15, 1950 Secretary of State

(GREAT SEAL)

Note

There are references in the foregoing agreement to the California Disaster Act, State Disaster Council, and various sections of the Military and Veterans code.

Effective November 23, 1970, by enactment of Chapter 1454, Statutes 1970, the California Disaster Act (Sections 1500 ff., Military and Veterans Code) was superseded by the California Emergency Services Act (Sections 8550 ff., Government Code), and the State Disaster Council was superseded by the California Emergency Council.

Section 8668 of the California Emergency Services Act provides:

- (a) Any disaster council previously accredited, the State Civil Defense and Disaster Plan, the State Emergency Resources Management Plan, the State Fire Disaster Plan, the State Law Enforcement Mutual Aid Plan, all previously approved civil defense and disaster plans, all mutual aid agreements, and all documents and agreements existing as of the effective date of this chapter, shall remain in full force and effect until revised, amended, or revoked in accordance with the provisions of this chapter.

In addition, Section 8561 of the new act specifically provides:

"Master Mutual Aid Agreement" means the California Disaster and Civil Defense Master Mutual Aid Agreement, made and entered into by and between the State of California, its various departments and agencies, and the various political subdivisions of the state, to facilitate implementation of the purposes of this chapter.

Substantially the same provisions as previously contained in Section 1541, 1564, 1586 and 1587 of the Military and Veterans Code, referred to in the foregoing agreement, are now contained in Sections 8633, 8618, 8652 and 8643, respectively, of the Government Code.

Attachment 1-3-B, Enclosure 1-3

LOCAL MUTUAL AID AGREEMENT

San Francisco Administrative Code, Chapter 7 "Disaster Council"

SECTION 7.2 AGREEMENT TO ABIDE BY STATE MASTER MUTUAL-AID
AGREEMENT.

"The Board of Supervisors does, by resolution, hereby approve
and agree to abide by the California Disaster Disaster and Civil
Defense Master Mutual-Aid Agreement." [Resolution 11053 (Series
of 1939), 4/25/51]

Enclosure 1-4, Part One

CONTINUITY OF GOVERNMENT

1. Introduction

A major disaster or a nuclear attack could result in great loss of life and property, including the death or injury of key government officials, the partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry.

In the aftermath of a nuclear attack, during the reconstruction period, law and order must be preserved and, so far as possible, government services must be maintained. This can best be done by civil government. To this end, it is particularly essential the governmental structure of the City & County of San Francisco continue to function.

Applicable portions of the California Government Code and the State Constitution (listed in Paragraph 6) provide authority for the continuity and preservation of state and local government.

2. Responsibilities

Government at all levels is responsible for providing continuity of effective leadership and authority, direction of emergency operations, and management of recovery.

3. Preservation of Local Government

3.a Succession of Local Officials

Sections 8635 through 8643 of the California Government Code:

- (1) Furnish a means by which the continued functioning of political subdivisions can be assured by providing for the preservation and continuation of government in the event of an enemy attack or in the event of a State Of Emergency or Local Emergency is a matter of statewide concern.
- (2) Authorize political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety.

3.a Succession of Local Officials - cont'd.

- (3) Authorize governing bodies to designate and appoint three standby officers for each member of the governing body and and for the Chief Executive, if not a member of the governing body. Standby officers may be residents or officers of a political subdivision other than that to which they are appointed. Standby officers take the same oath as regular officers and are designated Nos, 1, 2 and 3 as the case may be. (Attachment 1-4-A for a listing of the jurisdiction's designees.)
- (4) Authorize standby officers to report ready for duty in the event of a State of War Emergency, State of Emergency, or Local Emergency at the place previously designated.
- (5) Authorize local governing bodies to convene as soon as possible whenever a State of War Emergency, State of Emergency, or Local Emergency exists, and at a place not within the political subdivision. Authorize that, should all members, including all standbys, be unavailable, temporary officers shall be appointed as follows:
 - o By the Chairman of the Board of the county in which the political subdivision is located, or
 - o By the Chairman of the Board of any other county within 150 miles (nearest and most populated down to farthest and least populated), or
 - o By the mayor of any city within 150 miles (nearest and most populated down to farthest and least populated),

3.b Temporary County Seat

Section 23600 of the California Government Code provides that:

- (1) Boards of Supervisors shall designate alternative temporary county seats which may be outside the county boundaries.
- (2) They cannot purchase real property for this purpose.
- (3) Their resolution is to be filed with the Secretary of State.
- (4) Different sites can be designated subsequently if circumstances require.

3.c Suspensions and Appointments

Section 8621 of the California Government Code:

Specifies that during a State of War Emergency, in the event that any officer of a political subdivision or employee of a state agency refuses or willfully neglects to obey an order or emergency regulation, the Governor may suspend that person and designate a replacement.

4. Preservation of State Government

4.a Continuity of State Government

In the event of war or enemy-caused disaster, Section 21 of the State Constitution provides for the Legislature to fill vacancies and select a temporary seat of government.

4.b Succession to the Office of Governor

Article V of the State Constitution stipulates and Section 12058 of the California Government Code provides for a succession to the office of Governor to ensure continuity of state government.

4.c Succession to Constitutional Offices

Section 12700 of the California Government Code provides procedures for elected officials.

4.d Temporary Seat of State Government

Section 450 of the California Government Code prescribes procedures for reestablishing the seat of government.

4.e Sessions of the Legislature

Section 9035 of the California Government Code provides guidance in event of disaster.

5. Preservation of Essential Records

Essential government records must be protected. The determination of the records to be preserved rests with each department/agency service chief or with the custodian of the records.

5. Preservation of Essential Records - cont'd.

Record depositories should be located well away from potential danger zones and housed in facilities designed to withstand blast, fire, water, and other destructive forces. Such action will ensure that:

- (1) The rights and interests of individuals, corporations, other entities, and government are preserved.
- (2) Records will be available during emergency operations and later, for reestablishing normal governmental activities.

Three types of records considered essential are those required to:

- (1) Protect the rights and interests of individuals. These include vital statistics, land and tax records, license registers, and articles of incorporation.
- (2) Conduct emergency operations. These would include utility system maps, locations of emergency supplies and equipment, emergency operations plans and procedures, lines of succession, and lists of regular and auxiliary personnel.
- (3) Reestablish normal government functions and protect the rights and interests of government. Constitutions and charters, statutes and ordinances, court records, official proceedings and financial records.

6. References

Continuity of Government in California (Article IV, Section 21 of the State Constitution).

Preservation of Local Government (Article 15 of the California Emergency Services Act).

Temporary Seat of State Government (Section 450, Title 1, Division 3, Chapter 1 of the Government Code).

Temporary County Seats (Section 23600, Title 3, Division 1, Chapter 4, Article 1 of the Government Code).

Members of the Legislature (Section 9004, Title 2, Division 2, Part 1, Chapter 1.5, Article 1 of the Government Code).

6. References - cont'd.

Legislative Session after War or Enemy-Caused Disaster (Sections 12058-9038, Title 2, Division 2, Part 1, Chapter 1.5, Article 2.5 of the Government Code).

Succession to the Office of Governor (Sections 12058-12063, Title 2, Division 3, Part 2, Chapter 1, Articles 5.5 and 6 of the Government Code).

Succession to the Office of Governor (Article V, Section 10 of the State Constitution).

Succession to Constitutional Offices (Sections 12700-12704, Title 2, Division 3, Part 5.5, Chapter 5, Articles 2 and 3 of the Government Code).

Attachment

1-4-A Continuity of Local Government.

CONTINUITY OF LOCAL GOVERNMENT

A. Lines of Succession and Alternate Officials

1. The City & County of San Francisco has provided for the preservation of city and county government in the event of a war-caused emergency. (see Charter; Paragraphs 2.102 and 3.100).
2. A successor to the position of Mayor is provided for in the Charter, Para. 3.100. In case of a disaster which causes the Mayor to be absent or unavailable and the Supervisors for any reason whatsoever are unable to elect one of their number to act as Mayor, or to fill the vacancy that might occur in the office of Mayor, the following persons shall act as Mayor in the order of succession hereinafter designated:
 - a. Supervisor elected by Supervisors First Alternate
 - b. President of Board of Supervisors Second Alternate
 - c. Chairman of Finance Committee Third Alternate
 - d. Senior Member of Board of Supervisors Fourth Alternate
 - e. Chief Administrative Officer Fifth Alternate
3. The alternates to key positions in units of the emergency organization are shown in appropriate staff or service annexes of this operations plan.
4. The alternates to key positions in the regular departments and agencies of government, or of business and industry, are shown in administrative orders issued by that department or agency.

B. Temporary Seat of Government

1. The temporary seat of government, in event the normal location is not practicable because of emergency conditions, will be selected after the fact if the main site is untenable from public buildings remaining that offer maximum security and safety.

C. Preservation of Records

Vital records of San Francisco are routinely stored in vaults and record storage areas located within the City & County of San Francisco under the the control of the Director, Department of Finance & Records.

Enclosure 1-5, Part One

GLOSSARY OF TERMS*

Aerial Reconnaissance

An aerial assessment of the damaged area which includes gathering information on the level and extent of damage and identifying potential hazardous areas for on-site inspections.

Casualty Collection Point (CCP)

A location within a jurisdiction which is used for the assembly, triage (sorting), medical stabilization, and subsequent evacuation of casualties. It may also be used for the receipt of incoming medical resources (doctors, nurses, supplies, etc.). Preferably the site should include or be adjacent to an open area suitable for use as a helicopter pad. (see Annex D, Enclosure D-4 Para. 2.).

Conflagration

A large disastrous fire involving numerous buildings and generally spread over a considerable area.

Counterforce Targets

Places that contain strategic offensive military forces; e.g. bomber bases, ICBM fields, missile support bases.

Crisis Relocation

The organized relocation of people, in time of international crisis, from areas that are potentially at high risk from the direct effects of nuclear weapons to lower risk areas, and their reception, care and protection in such areas.

*Federal definitions are adapted from federal disaster relief laws, and regulations. State definitions are adapted from the California Emergency Services Act. All other definitions are based on terms developed through new operational concepts and mutually agreed to, where applicable, between the State Office of Emergency Services, various local, state, and federal agencies and the private sector.

Decontamination/Contamination Control

Radioactive Materials

The reduction (normally by removal) of contaminating radioactive material from a structure, area, person, or object. Decontamination may be accomplished by treating (e.g., washing down or sweeping) the surface so as to remove the contamination. Contamination control is accomplished by isolating the area or object and letting the material stand so that the radioactivity is decreased as a result of natural decay. Contaminated material may be covered to prevent redistribution and/or to provide shielding.

Other Hazardous Materials

Decontamination consists of physically removing contaminants and/or changing their chemical nature to innocuous substances. How extensive decontamination must be depends on a number of factors, the most important being the type of contaminants involved. The more harmful the contaminant, the more extensive and thorough decontamination must be. Less harmful contaminants may require less decontamination. Combining decontamination, the correct method of donning personnel protective equipment and the use of site work zones minimizes cross-contamination from protective clothing to wearer, equipment to personnel, and one area to another. Only general guidance can be given on methods and techniques for decontamination. The exact procedure to use must be determined after evaluating a number of factors specific to the incident.

Direction and Control (Emergency Management)

The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

Disaster Assistance Center (DAC)

A facility jointly established by the Federal and State Coordinating Officers within or adjacent to a disaster impacted area to provide disaster victims a "one-stop" service in meeting their emergency and/or rehabilitation need. It will usually be staffed by representatives of local, state, and federal governmental agencies, private service organizations and certain representatives of the private sector.

Disaster Field Office (DFO)

A central facility established by the Federal Coordinating Officer within or adjacent to disaster impacted areas to be utilized as a point of coordination and control for state and federal governmental efforts to support disaster relief and recovery operations.

Disaster Service Worker

Includes public employees and any unregistered person impressed into service during a State of War Emergency, a State of Emergency, or a Local Emergency by a person having authority to command the aid of citizens in the execution of his duties. It does not include any member registered as an active firefighting member of any regularly organized volunteer fire department, having official recognition, and full or partial support of the county, city, town, or district in which such fire department is located.

Disaster Support Area (DSA)

A predesignated facility anticipated to be at the periphery of a disaster area, where disaster relief resources (manpower and material) can be received, accommodated or stockpiled, allocated and dispatched into the disaster area. A separate portion of the area may be used for receipt and emergency treatment of casualty evacuees arriving via short-range modes of transportation (air and ground) and for the subsequent movement of casualties by heavy, long-range aircraft, to adequate medical care facilities.

Disaster Welfare Inquiry (DWI)

A service that provides health and welfare reports about relatives and certain other individuals believed to be in disaster area and when the disaster caused dislocation or disruption of normal communications facilities precludes normal communications.

Economic Stabilization

The intended result of governmental use of direct and indirect controls to maintain and stabilize the nation's economy during emergency conditions. Direct controls include such actions as the setting or freezing of wages, prices, and rents or the direct rationing of goods. Indirect controls can be put into effect by government through use of monetary, credit, tax, or other policy measures.

Electromagnetic Pulse (EMP)

A large amount of energy is released by the detonation of a high altitude nuclear weapon. A small proportion of this energy appears in the form of a high intensity, short duration, electromagnetic pulse (EMP), somewhat similar to that generated by lightning. EMP can cause damage or malfunction in unprotected electronic systems. When nuclear weapons are detonated at high altitudes, EMP damage can occur essentially instantaneously over very large areas. All unprotected communications equipment is susceptible to damage or destruction by EMP, including broadcast stations, radios, televisions, car radios, and battery-operated portable transistor radios.

Emergency (State Definition - Also see Local Emergency & State of Emergency)

A disaster situation or condition of extreme peril to life and/or property, resulting from other than war or labor controversy, which is or is likely to be beyond capability to control without assistance from other political entities.

Emergency (Federal Definition)

Any hurricane, tornado, storm, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States which requires federal emergency assistance to supplement state and local efforts to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.

Emergency Broadcast System (EBS)

A system that enables the President and federal, state, and local governments to communicate with the general public through commercial broadcast stations in the event of a war-caused emergency or, in some cases, large natural disaster. EBS uses the facilities and personnel of the broadcast industry on a voluntary organized basis. It is operated by the industry under rules and regulations of the Federal Communications Commission.

Emergency Management (Direction and Control)

The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

Emergency Operating Center (EOC)

A facility used for the centralized direction and/or coordination of emergency operations. An effective EOC must provide adequate working space and be properly equipped to accommodate its staff, have a capability to communicate with field units and other EOCs, and provide protection commensurate with the projected risk at its location.

Emergency Organization

Civil government augmented or reinforced during an emergency by elements of the private sector, auxiliaries, volunteers, and persons impressed into service.

Emergency Period

A period which begins with the recognition of an existing, developing, or impending situation that poses a potential threat to a community. It includes the warning (where applicable) and impact phase and continues until immediate and ensuing effects of the disaster no longer constitute a hazard to life or threat to property.

Emergency Plans

Those official and approved documents which describe principles, policies, concepts of operations, methods and procedures to be applied in carrying out emergency operations or rendering mutual aid during emergencies. These plans include such elements as continuity of government, emergency functions of governmental agencies, mobilization and application of resources, mutual aid, and public information.

Emergency Public Information (EPI)

Information disseminated to the public by official sources during an emergency, using broadcast and print media. EPI includes: (1) instructions on survival and health preservation actions to take (what to do, what not to do, evacuation procedures, etc.), (2) status information on the disaster situation (number of deaths, injuries, property damage, etc.), and (3) other useful information (state/federal assistance available).

Emergency Public Information System

The network of information officers and their staffs who operate from EPICs at all levels of government within the state. The system also includes the news media through which emergency information is released to the public.

Essential Facilities

Facilities that are essential for maintaining the health, safety, and overall well-being of the public following a disaster (e.g., hospitals, police and fire department buildings, utility facilities, etc.). May also include buildings that have been designated for use as mass care facilities (e.g., schools, churches, etc.).

Evacuee

An individual who moves or is moved from a hazard area to a less hazardous area with anticipation of return when the hazard abates.

Expedient Shelter

Any shelter constructed in an emergency or crisis period on a "crash basis" by individuals, single families, or small groups of families.

Fallout Shelter

A habitable structure, or space therein, used to protect its occupants from radioactive fallout. Criteria (National Shelter Survey requirements) include a protection factor of 40 or greater, a minimum of 10 square feet of floor space per person, and at least 65 cubic feet of space per person. In unventilated underground space, 500 cubic feet of space per person is required.

Fallout Shelter Development

The building of fallout shelters to eliminate existing or anticipated shelter deficits. During noncrisis periods this may include construction of single purpose fallout shelters, modifications to existing structures, or use of special procedures in new construction. During a crisis period, it would include shelter upgrading and expedient shelter construction.

Fallout Shelter Upgrading

Actions taken to improve fallout shelter protection in existing facilities. Typical methods include placement of soil or other materials overhead and around walls to provide shielding from fallout, the construction of ventilation devices, and the blocking of apertures.

Federal Agency (Federal Definition)

Any department, independent establishment, government corporation, or other agency of the executive branch of the federal government, including the United States Postal Service, but not including the American Red Cross.

Federal Coordinating Officer (FCO) (Federal Definition)

The person appointed by the President to coordinate federal assistance following an emergency or major disaster declaration.

Federal Disaster Assistance

Provide in-kind and monetary assistance to disaster victims, state, or local government by federal agencies under the provision of the Federal Disaster Relief Act and other statutory authorities of federal agencies.

First Aid Station

A location within a mass care facility or Casualty Collection Point where first aid maybe administered to disaster victims.

Governor's Authorized Representative (Federal Definition)

The person named by the Governor in a Federal/State Agreement to execute, on behalf of the state, all necessary documents for disaster assistance, following the declaration of an Emergency or Major Disaster by the President, including certification of applications for public assistance.

Hazard

Any source of danger or element of risk.

Hazard Area

A geographically identifiable area in which a specific hazard presents a potential threat to life and property.

Incident Command System (ICS)

A system designed for the on-scene management of emergencies resulting from fires and other natural or man-caused emergencies. ICS can be used during serious multidisciplinary (fire, law, medical) emergencies or for operations involving a single jurisdiction with single or multiagency involvement, or multi-jurisdiction/multiagency involvement.

Institutionalized Persons

Persons who reside in public or private group quarters rather than households, for example, residents of hospitals, nursing homes, orphanages, colleges, universities, and correctional facilities. These residents generally lack major household possessions or transportation, or require special care and custody.

Inundation

A rising and spreading body of water over land which is not usually submerged.

Joint Emergency Operating Center (JEOC)

A facility established on the periphery of a disaster area to coordinate and control multi-jurisdictional emergency operations within the disaster area. The JEOC will be staffed by representatives of select local, state and federal agencies and private organizations, and will have the capability of providing a communications link between any Mobile Emergency Operating Centers established in the disaster area and the State Operations Center in Sacramento.

Lifelines

Includes the infrastructure for (storage, treatment and distribution) fuel, communications, and water and sewage systems.

Local Mobility Population

Persons requiring transportation during emergency movement operations.

Local Emergency (State Definition)

The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of political subdivisions to combat.

Major Disaster (Federal Definition)

Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosions, or other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act, above and beyond emergency services by the Federal Government, to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Mass Care Facility

A location such as a school at which temporary lodging, feeding, clothing, registration, welfare inquiry, first aid, and essential social services can be provided to disaster victims during the immediate/sustained emergency period.

Master Mutual Aid Agreement (State Definition)

The California Disaster and Civil Defense Master Mutual Aid Agreement made and entered into by and between the State of California, its various departments and agencies, and the various political subdivision of the state.

Media

Means of providing information and instructions to the public, including radio, television, and newspapers.

Medical Self-Help

The medical treatment provided for the sick and injured by citizens and emergency forces in the absence of professional care.

Multipurpose Staging Area (MSA)

A predesignated location such as a County/District Fairgrounds having large parking areas and shelter for equipment and operators, which provides a base for coordinated localized emergency operations, a rally point for mutual aid coming into an area, and a site for post-disaster population support and recovery activities.

Mutual Aid Agreement

An agreement in which two or more parties agree to furnish resources and facilities and to render services to each and every other party of the agreement to prevent and respond to any type disaster or emergency.

Mutual Aid Region (State Definition)

A subdivision of the state emergency services organization, established to facilitate coordination of mutual aid and other emergency operations within an area of the state consisting of two or more counties (operational areas).

Mutual Aid Staging Area

A temporary facility established by the State Office of Emergency Services within, or adjacent to, affected areas. It may be supported by mobile communications and personnel provided by field or headquarters staff from state agencies, as well as personnel from local jurisdictions throughout the state.

Operational Area (State Definition)

An intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area. (Note Use of the Operational Area is required during a War Emergency and is locally optional during peacetime emergencies.)

Planning Zone

A subdivision of a county consisting of: 1) a city; 2) a city and its sphere of influence in adjacent unincorporated areas; 3) a portion of the unincorporated area of a county; 4) a military installation; 5) a state facility such as a correctional institution. Zoning simplifies the process of collecting and compiling data according to geographical location.

Political Suddivision (State Definition)

Includes any city, city and county, county, district or other local government agency or public agency authorized by law.

Protection Factor (PF)

A number used to express the relationship between the amount of fallout gamma radiation that would be received by an unprotected person and the amount that would be received by a person in a shelter. Occupants of a shelter with a PF of 40 would be exposed to a dose rate 1/40th (2 1/2%) of the rate to which they would be exposed if unprotected.

Public Information Officer (PIO)

An individual responsible for releasing accurate official information to the public through the news media.

Radioactive Fallout

The process or phenomenon of the gravity-caused fallback to the earth's surface of particles contaminated with radioactive materials from a cloud of this matter formed by a nuclear detonation. The term is also applied in a collective sense to the contaminated particulate matter itself. The early (or local) fallout is defined, somewhat arbitrarily, as those particles which reach the earth within 24 hours after a nuclear explosion. Delayed (world-wide) fallout consists of the smaller particles which ascend into the upper troposphere and into the stratosphere and are carried by winds to all parts of the earth. Delayed fallout is brought to earth mainly by rain or snow, over extended periods ranging from months to years with relatively little associated hazard.

Radiological Protection

The organized effort, through warning, detection, and preventive and remedial measures, to minimize the effect of nuclear radiation on people and resources.

Radiological Officer (RO)

An individual assigned to an Emergency Management Staff who is responsible for radiological protection operations. The RO is the principal advisor to the Director/Coordinator and other officials on matters pertaining to radiological protection operations.

Radiological Monitor

An individual trained to measure, record, and report radiation exposure and exposure rates; provide limited field guidance on radiation hazards associated with operations to which he is assigned; and perform operator's checks and maintenance on radiological instruments.

Reception and Care Center

A facility established in a reception area to receive and process incoming relocatees, and assign them to lodging facilities, and provide them with information on feeding, medical care, and other essential services.

Reception Area

An area which, through a hazard analysis and related preparedness planning, is predesignated to receive and care for (or provide basic needs for) persons displaced from a hazard area.

Example: An area at the periphery of a dam failure inundation area which can accommodate evacuated persons in the event of need.

Relocatee

An individual who is relocated from a hazard area to a reception area with possibility of not returning.

Remedial Movement

The post-attack or post-event movement of people to better protected facilities or less hazardous areas.

Remedial Operations

Actions taken after the onset of an emergency situation to offset or alleviate its effects.

Rescue Group

Two or more rescue teams responding as a unified group under supervision of a designated group leader.

Rescue, Heavy

Rescue requiring heavy lifting, prying, or cutting, and/or consisting of several tasks which require involvement of two or more teams working concurrently.

Rescue, Light

Rescue not requiring use of heavy lifting, prying, or cutting operations and not more than one rescue team to accomplish in one hour.

Rescue Team

Four or five personnel organized to work as a unit. One member is designated team leader.

Rescue Vehicle, Heavy

A mobile unit equipped to support two or more rescue teams involved in heavy rescue operations.

Rescue Vehicle, Light

A mobile unit equipped to support one rescue team involved in light rescue operations.

Search

Systematic investigation of area of premises to determine the presence and/or location of persons entrapped, injured, immobilized, or missing.

Search Dog Team

A skilled dog handler with one or more dogs trained especially for finding persons entrapped sufficiently to preclude detection by sight or sound. (NOTE: Search dogs are usually owned by their handler.)

Seiche

An oscillation - horizontal movement - of the surface of a lake, enclosed body of water (i.e. bay) or fluid in a tank. Oscillation varies in period from a few minutes to several hours and which can be produced by an earthquake.

Self-Help

A concept describing self-reliance and sufficiency within an adverse environment with limited or no external assistance.

Sensitive Facilities

Facilities in reception areas that will not normally be used as lodging facilities for relocatees. These facilities are either considered unsuitable or are required for essential activities (fire stations, radio stations, food establishments, banks, etc.). However, if any of these facilities provide adequate protection against radioactive fallout, they may be used as fallout shelters.

Service

An organization assigned to perform a specific function during an emergency. It may be one department or agency if only that organization is assigned to perform the function, or it may be comprised of two or more normally independent organizations grouped together to increase operational control and efficiency during the emergency.

Shelter Complex

A geographic grouping of facilities to be used for fallout shelter when such an arrangement serves planning, administrative, and/or operational purposes. Normally, a complex will include a maximum of 25 individual shelter facilities, within a diameter of about 1/2 mile.

Shelter Manager

An individual who provides for the internal organization, administration, and operation of a shelter facility.

Standing Operating Procedures (SOP)

A set of instructions having the force of a direction, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness.
tive branch of the state government.

State Agency (State Definition)

Any department, division, independent establishment, or agency of the executive branch of the state government.

State Coordinating Officer (SCO) (Federal Definition)

The person appointed by the Governor to act for the State in cooperation with the Federal Coordinating Officer.

State Emergency Organization

The agencies, boards and commissions of the executive branch of state government and affiliated private sector organizations.

State Emergency Plan

The State of California Emergency Plan as approved by the Governor.

State of Emergency (State Definition)

The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, earthquake, or other conditions, other than conditions resulting from a labor controversy, or conditions causing a "State of War Emergency", which conditions, by reason of magnitude, are or are likely to be beyond the control of the services, personnel, equipment and facilities of any single county, city, city & county, or city require the combined forces of a mutual aid region or regions to combat.

State of War Emergency (State Definition)

The condition which exists immediately, with or without a proclamation thereof by the Governor, whenever the state or nation is directly attacked, attacked by an enemy of the United States, or upon the receipt by the state of a warning from the federal government that such an enemy attack is probable or imminent.

State Operations Center (SOC)

A facility established by the State Office of Emergency Services Headquarters for the purpose of coordinating and supporting operations within a disaster area, and controlling the response efforts of state and federal agencies in supporting local governmental operations. The SOC will be staffed by representatives of state and federal agencies and private organizations, and will have the capability of providing a communications link to a Joint Emergency Operating Center established on the periphery of a disaster area and to any Mobile Emergency Operating Centers established in the disaster area.

Stay-Put

A resident in a hazardous or potentially hazardous area who refuses to be relocated during a directed relocation, or who is too ill or infirm to be evacuated.

Traffic Control Points (TCP)

Places along movement routes that are manned by emergency personnel to direct and control the flow of traffic.

Tsunami

A great sea wave produced by a submarine earth movement - generally a vertical displacement - or a volcanic eruption. Commonly referred to as a Tidal Wave

Volunteers

Individuals who make themselves available for assignment during an emergency

Appendix 1

HAZARD - SPECIFIC SITUATIONS

- 1-1 Major Earthquake
- 1-2 Hazardous Material Incident
- 1-3 Imminent/Actual Reservoir Failure
- 1-4 Conflagration
- 1-5 Tsunami Inundation
- 1-6 Seiche Inundation
- 1-7 Transportation Accident
- 1-8 Civil Disturbance
- 1-9 Nuclear Attack
- 1-10 Peacetime Nuclear/Technological Incident
- 1-11 Earthquake Prediction/Advisory

Appendix 1-1

MAJOR EARTHQUAKE IN THE CITY AND COUNTY OF SAN FRANCISCO

1. General Situation

A major earthquake impacting the City & County of San Francisco could cause many casualties, extensive property damage, fires, inundation, and other ensuing hazards. The effects could be aggravated by aftershocks and by secondary effects of fire, landslide and reservoir failure. The time of day and season of the year would have a profound affect on the number of dead and injured. Such an earthquake would be catastrophic in its effect on the population and could exceed the response capability of the local community and state. Damage control and disaster relief support would be required from local government and private sector organizations within the City, and from state and federal governments.

Extensive search and rescue operations may be required to assist trapped or injured persons. Emergency medical care, food and temporary shelter would be required by injured and displaced persons. Identification and burial of many dead persons would pose difficult problems; public health would be a major concern. Mass evacuation may be essential to save lives, particularly in identified areas below reservoirs. Many families would be separated, particularly if the earthquake should occur during working hours, and a personal inquiry or locator system would be essential to maintain morale. Emergency operations could be seriously hampered by the loss of communications and damage to transportation routes within the disaster area and by disruption of public utilities and services.

Extensive state and federal assistance could be required and could continue for an extended period. These efforts would be required for building damage assessment, removal of debris and clearance of roadways, demolition of unsafe structures, assistance in re-establishing public services and utilities, and provision of continuing care and welfare for the affected population, including temporary housing for displaced persons.

2. Special Situation

The San Andreas Fault, is approximately 6 miles to the west of San Francisco, entering landfall to the south in Daly City (Mussel Rock) and through Bolinas Lagoon, Marin County to the northwest. (see Attachment 1). The ground shaking of an 8.3 magnitude earthquake on the northern San Andreas Fault (see Attachment 2) and with an epicenter in relative proximity would result in serious damage in the City & County of San Francisco.

2. Special Situation - cont'd.

The Hayward and Calaveras Faults, are approximately 10 to 15 miles to the east of San Francisco, generally paralleling the Oakland/Berkely Hills. High magnitude ground shaking on these faults (see Attachment 1) would result in varying degrees of damage within the City & County of San Francisco. Earth shaking on any of the identified faults could result in inundation of areas immediately adjacent to the San Francisco Bay. This inundation phenomenon is called "Seiche", which is the oscillation of the surface of an enclosed body of water varying in period from a few minutes to several hours.

The Modified Mercalli Intensity Scale (see Attachment 3) generally describes damage resulting from shaking.

The information presented below provides detailed estimates of potential earthquake losses in the City & County of San Francisco from an 8.3 magnitude earthquake on the northern San Andreas Fault. The data is extracted from the following studies: A Study of Earthquake Losses in the San Francisco Bay Area, National Oceanic and Atmospheric Administration, 1972; Open File Report 81-113, 1981, US Geological Survey, Metropolitan San Francisco and Los Angeles Loss Studies; Special Publication 61, 1982, California Division of Mines and Geology, Earthquake Planning Scenario for a Magnitude 8.3 Earthquake on the San Andreas Fault in the San Francisco Bay Area. (Note: Impacted population figures are based on the 1972 NOAA Study of the Bay Area)

2.a Casualties

Since studies only predict the total number of deaths and hospitalized injuries, (exclusive of dam failures) for the entire San Francisco Bay Area, it is assumed that a proportionate number of casualties will occur in the City and County of San Francisco.

It should be noted that the figures of the number of deaths and injuries requiring hospitalization vary widely, depending on the magnitude of the incident, the fault on which it occurs, and the time of day. The estimates are greatly affected by the location of the people at the time of the earthquake and the quality of the structures in which they live and work. The total number of casualties projected in event an 8.3 magnitude earthquake occurs at 4:30 PM (the time when the Bay Area rush hour traffic starts and many people are on the streets and roads) are as follows:

<u>Deaths</u>			
<u>Schools</u>	<u>Hospitals</u>	<u>Other</u>	<u>Total</u>
200	1450	9720	11370

Hospitalization Injuries

<u>Schools</u>	<u>Hospitals</u>	<u>Other</u>	<u>Total</u>
600	4400	39340	44340

The ratio of non-hospitalized injuries to deaths is 30:1.

2.b Long Term Homeless

There could be approximately 14,800 long-term homeless persons during the wet season, and approximately 17,500 long-term homeless persons during the dry season.

2.c Reservoir Failure

A failure of the noted reservoirs within the City & County of San Francisco could result in the following:

	<u>Persons Exposed</u> (Approx.)
Francisco	2,700
Lombard	4,500
Sunset -	
North Basin	13,500
South Basin	14,800
Merced Manor	1,500
Sutro	300
Stanford Heights	3,600
University Mound -	
North Basin	1,500
South Basin	2,200
McLaren Tanks	7,500 (in SF)

2.d Damage to Vital Public Services, Systems, and Facilities

Bed Loss in Major Hospitals

San Francisco has 12 major hospitals (99 beds or more) with a total of 3694 actual beds (Does not include military or VA hospitals). Approximately 1847, or 50% of the total number of beds could be lost during a major earthquake.

2.d Damage to Vital Public Services, Systems, and Facilities - cont'd.

Highways

Damage to the highway network will have its greatest impact where vehicular traffic moves south to the San Francisco peninsula and may be impossible for many hours until one or more corridors become available. Travel on surface streets will be restricted because of blockades, rubble, and fires.

U.S. Highway 101 - Golden Gate Bridge

The bridge itself will withstand the shaking. Following a post-earthquake inspection, the bridge will be available for pedestrian traffic, providing access is available on both ends. It is estimated that it will be closed for vehicular traffic due to approach failures at the south end but it can be opened to traffic in 24 hours. The bridge approaches on the north side are vulnerable to major landslides, particularly in the wet season, and a virtually complete halt to bridge traffic is possible from landslides in the area.

U.S. Highway 101 - South Approach to the Golden Gate Bridge

Bridge access will be cut-off by collapse of the Marina Viaduct (Doyle Drive) and soil failures at the toll plaza. Access can be restored via Lincoln Boulevard south within 24 hours.

Interstate Highway 80 - S.F./Oakland Bay Bridge

Blocked at the east end by extensive soil failures and cannot be opened within 72 hours. Following a post-earthquake inspection, the bridge will be usable for pedestrian traffic, providing access is available at both ends. The earth fill of the east approach appear to be subject to extreme slippage and differential settlements. The elevated approach structures on the west end of the bridge are also subject to failure, but total collapse can be discounted.

Route 1 Highway

Open with some delays.

Interstate Highway 280/U.S. 101 Interchange

Open with some delays.

Soil failures and overpass collapses; detour can be made available through the area in 36 hours.

Highway U.S. 101

Blocked from Interstate 280 northward and cannot be reopened within 72 hours.

2.d Damage to Vital Public Services, Systems, and Facilities - cont'd.

Interstate Highway 280 - Potrero Hill Slide

Cannot be opened within 72 hours.

Downtown Freeway System

Unusable within 72 hours. The James Lick Skyway is built upon 5 - 15 feet of very loose fine to medium sand and artificial fill over 20 to 70 feet of Bay Mud. The fill is dune sand and the 1906 ground failure zone was between 4th and 6th streets.

Great Highway

Conditions for liquefaction are present and will be closed for at least 72 hours. Parts of the highway will be destroyed by liquefaction of beach sands.

Geary Boulevard

A major east-west route connecting Ocean Beach with downtown. The route has no liquefaction problems and a possible landslide area can be avoided by a detour.

Airports

San Francisco International Airport (SFO)

Closed for 72 hours; perhaps several weeks. Practical land access will not exist due to freeway and highway damage which will effectively isolate the airport and nearby facilities. SFO is built entirely on fill, and the water table is within 5 feet of the surface. The SFO area was filled by using construction procedures designed to displace the Bay Mud, but its effectiveness in preventing runway damage during large earthquakes remains to be established.

Railroads

Santa Fe/Southern Pacific - Rail facilities serving San Francisco are highly exposed to damage and probable utility would be minimal. Because track alignments must be precise and the track clear of debris, it is expected that routes experiencing ground failure would not be operable within the first 72 hours after the earthquake. Railroad tunnels experience severe damage in areas affected by ground movements/landslides, rarely suffer internal damage. Rail facilities are vulnerable to closure by collapse or damage to freeway overcrossings. The commuter station will be closed.

BART Transbay Tube

Although the tube will not rupture, the system will be temporarily without power. Passengers will be able to walk out of the tube on foot. Clearance of trains from the tube could take up to 24 hours. If rail vehicles could traverse the tube, they still do not have substantial loading capacity. The tube could be closed to normal operations for over 72 hours after the earthquake. Soil conditions at the east end of the tunnel are similar to the east approach to the Bay Bridge, which is expected to fail. Flexible joints at each end of the tube can cope with differential movements.

BART Subway - San Francisco

The subway will not be extensively damaged, but the system will be shut-down indefinitely.

San Francisco Municipal Railway

The system will be closed by debris and lack of electrical power. The system will rely heavily upon the use of diesel busses. The metro subway system should not be extensively damaged, but the system will be shutdown indefinitely.

Marine Facilities

The use of barges to transport heavy equipment and supplies will be dependent on the integrity of docks. Bayside facilities should be accessible for tug and barge operations. Landside access will depend upon subsidence and liquefaction occurrences. Small craft facilities may suffer minor damage through ruptured pipelines and soil failures under piers and adjacent filled land.

San Francisco Waterfront

Along the waterfront there will be numerous failures of quay walls, disruption of waterfront rail facilities, derailment of cranes and railroad cars, ruptured pipelines, etc. Docks are generally pile-supported, and most will be accessible for emergency response. Access to the waterfront will be impaired by debris and damage along many approach streets.

2.d Damage to Vital Public Services, Systems, and Facilities - cont'd.

Communications

Telephone System

Telephone communications will be adversely affected due to overloading resulting from post-earthquake calls within the area and from the outside, and many instruments will be off their "hooks". This situation will be further complicated by physical damage to equipment due to ground shaking, loss of service due to loss of electrical power and subsequent failure of some auxiliary power sources.

Although the system in San Francisco has line access control, it is more isolated systemically and is very dependent upon a few telecommunications arteries. It is likely that the telephone systems in San Francisco will have systematic failures not readily compensated by alternative traffic routing. It is probable that recovery will be delayed because many employees live outside the city limits and important transportation routes will be impassable.

Radio Systems

Radio systems will generally operate at 40% effectiveness for the first 12 hours after the earthquake, increase to 50% for the second 12, then begin a slow decline to approximately 40% within 36 hours. It is unlikely that public safety radio systems would become saturated with non-critical communications from mobile units. The radio network uses a combination of telephone lines, microwave circuits, underground and overhead cables. The failure of one link in this "chain" can disable a large portion of the communication system. Nonetheless, after 12 hours, at which time the number of operable base stations and repeater units will have declined with exhaustion of emergency power fuel. However, some recovery efforts will have restored order and the radio traffic density problem should have eased.

Hand-held radios will be valuable to field operations during the first hours after a major earthquake. Re-charging and distribution of batteries could present problems. Mobile (vehicular) radios' value would coincide with their distribution at the time of the disaster, and the amount of fuel available and distribution capability.

Commercial Broadcast

Some commercial stations, generally will be able to provide emergency public information to the area. After 24 hours, 50% of the entire Bay Area's facilities are expected to be in operation.

2.d Damage to Vital Services, Systems, and Facilities - cont'd.

Water Supply and Waste Disposal

Several of the major pipelines providing water to San Francisco will sustain damage causing temporary interruptions in supply. The numerous reservoirs in San Francisco provide ample storage to meet demands. However impairments to pipelines, pump plants and local distribution systems will affect water availability and pressure. The absence of electric power, where pumping is necessary, could preclude water delivery. Many areas might be dependent on water tanker trucks.

The sewage collection system could sustain damage, particularly in areas of infirm soil. Electrical power failure could result in discharge of raw sewage into the Bay. The impact of the earthquake on the sewage collection system will come as a result of ruptured sewer mains.

Lake Merced Pumping Station

The pumping station is critical to the water distribution system of San Francisco as a booster to higher level reservoirs. It is vulnerable both because of its location within an area of expected high shaking intensity and because it is dependent on commercial electric power and lacks, at this time, an auxiliary power supply. It can be expected to be out of operation for more than 72 hours.

Broadmoor Pipelines

These two principal pipelines supplying water to San Francisco are located on overpasses over Interstate 280 in the Broadmoor area (Daly City) in San Mateo County. They can be expected to be out of operation for more than 72 hours.

San Andreas Water Treatment Plant

This plant, in San Mateo County, is vulnerable because of its proximity to possible surface rupture (San Andreas Fault) and its dependence on commercial power without an auxiliary power supply. The plant can be by-passed without significant impact to the water supply system. The xxxility will be inoperable for more than 72 hours.

Electric Power

Damage to power plants and their ancillary facilities can be expected to reduce power capacity by 50 percent. The potential impact of this

2.d Electric Power - cont'd.

reduction might be lessened by the availability of power from other sources and the obvious significant reduction in consumer demand. Immediate concerns will focus on repairs necessary to restore power to areas of greatest need. Major restoration problems include repairs necessary to route power through major substations, restoration of damaged and collapsed transmission line towers, reactivation of equipment at local substations, and replacement of fallen poles, burned transformers, etc.

It is reasonable to assume that, during some portion of the first 72 hour period following the earthquake, virtually all areas would experience some temporary loss of power. It is assumed the Martin Substation, Bayshore and Geneva, will be heavily damaged. The ability to route power through this critical station constitutes a major consideration in the restoration of power to San Francisco.

Potrero and Hunters Point Power Plants

Shutdown of the Potrero and Hunters Point Power Plants (combined power capacity, 896 MW), located near the Bay margin and in areas of potential high intensity shaking and ground failure, is a reasonable expectation for planning purposes.

Natural Gas

Damage to natural gas facilities will consist primarily of some isolated breaks in the major transmission lines and innumerable breaks in mains and individual service connections, within the distribution system, particularly in areas of intense shaking and/or poor ground. The many leaks in the distribution system will affect a major portion of San Francisco resulting in a loss of service for extended periods. Sporadically distributed fires should be expected at sites of a small percentage of ruptures in both transmission lines and the distribution system.

2.e Unreinforced Masonry Buildings

The unreinforced masonry (URM) building has been identified as a building type most likely to fail during a major earthquake with the potential for high numbers of casualties and fatalities. An inventory of the San Francisco building stock revealed approximately 2000 buildings of the URM type in the City. Heavy concentrations are in the Chinatown and Tenderloin areas with additional pockets located in the South of Market area and scatterings elsewhere in the City.

2.e Unreinforced Masonry Buildings - cont'd.

The situation in the Chinatown area is complicated by the many narrow streets and alleys, high population density and non-English speaking residents. The situation in the Tenderloin area is complicated by the high number of resident hotels, apartment buildings, increasing number of senior citizen residences and, too some degree, non-English speaking residents.

3 Emergency Response Actions

Emergency response actions associated with the above situations are presented in appendices A-1 through K-1 to the annexes in Part Two of this plan.

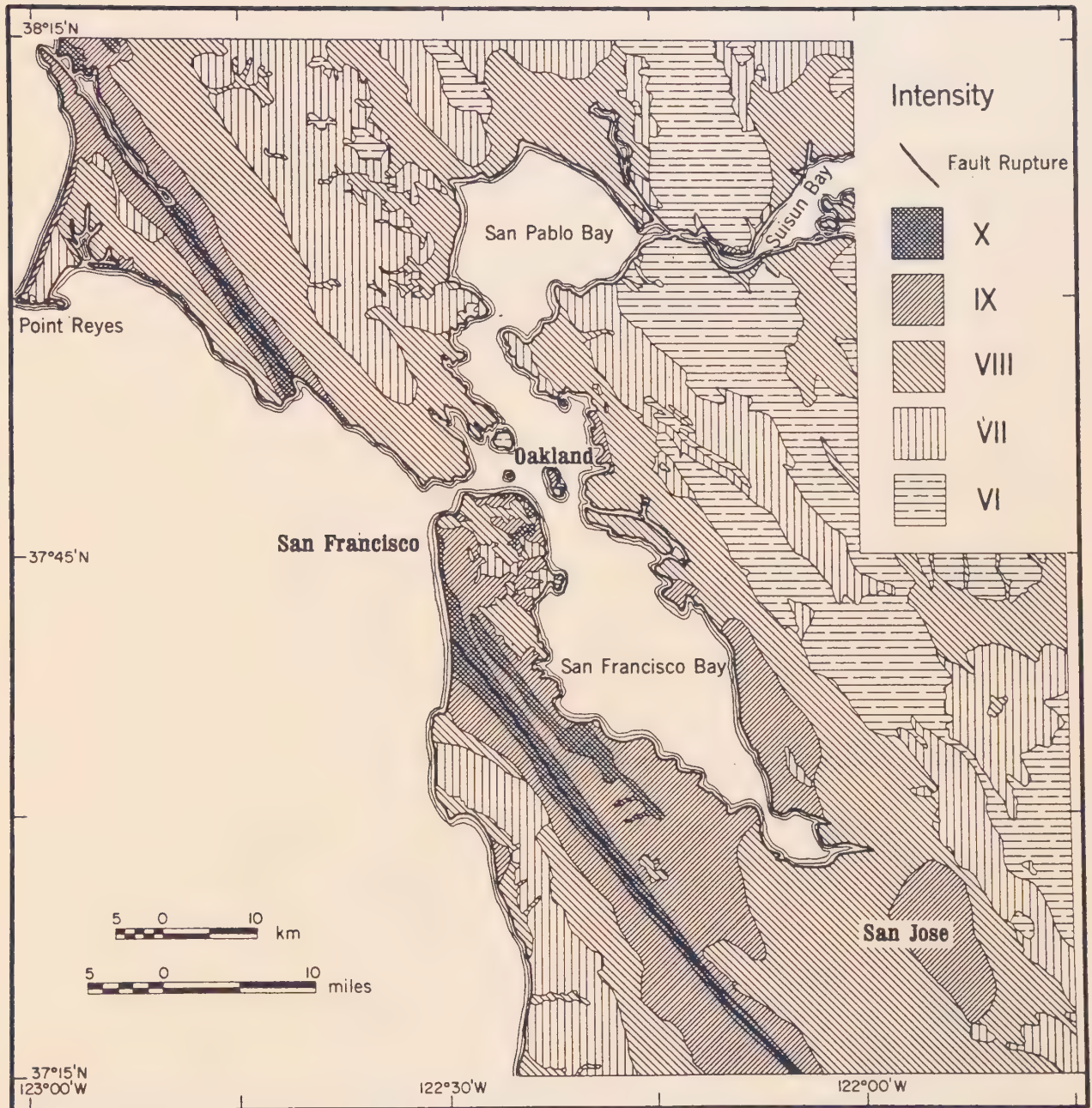
Attachments:

1. Fault Map.
2. Intensity Distribution.
3. Modified Mercalli Intensity Scale.



Attachment 2, Appendix 1-1

INTENSITY DISTRIBUTION



Intensity distribution from a magnitude 8.3 earthquake on the San Andreas Fault. (See Attachment 3, Modified Mercalli Intensity Scale.)

Attachment 3, Appendix 1-1

MODIFIED MERCALLI INTENSITY SCALE

- I Not felt. Marginal and long-period effects of large earthquakes.
- II Felt by persons at rest, on upper floors, or favorably placed.
- III Felt indoors. Hanging objects swing. Vibration like passing of light trucks. Duration estimated. May not be recognized as an earthquake.
- IV Hanging objects swing. Vibration like passing of heavy trucks; or sensation of a jolt like a heavy ball striking the walls. Standing motor cars rock. Windows, dishes, doors rattle. Glasses clink. Crockery clashes. In the upper range of IV, wooden walls and frames creak.
- V Felt outdoors; direction estimated. Sleepers wakened. Liquids disturbed, some spilled. Small unstable objects displaced or upset. Doors, swing, close, open. Shutters, pictures move. Pendulum clocks, stop start, change rate.
- VI Felt by all. Many frightened and run outdoors. Persons walk unsteadily; windows, dishes, glassware broken. Knickknacks, books, etc., off shelves. Pictures off walls. Furniture moved or overturned. Weak plaster and Masonry D cracked. Small bells ring (church, school). Trees, bushes shaken (visibly, or heard to rustle).
- VII Difficult to stand. Noticed by drivers of motor cars. Hanging objects quiver. Furniture broken. Damage to Masonry D, including cracks. Weak chimneys broken at roof line. Fall of plaster, loose bricks, stones, tiles, cornices (also unbraced parapets and architectural ornament). Some cracks in Masonry C. Waves on ponds; water turbid with mud. Small slides and caving in along sand or gravel banks. Large bells ring. Concrete irrigation ditches damaged.
- VIII Steering of motor cars affected. Damage to Masonry C; partial collapse. Some damage to Masonry B; none to Masonry A. Fall of stucco and some masonry walls. Twisting, fall of chimneys, factory stacks, monuments, towers, elevated tanks. Frame houses moved on foundations if not bolted down; loose panel walls thrown out. Decayed piling broken off. Branches broken from trees. Change in flow or temperature of springs and wells. Cracks in wet ground and on steep slopes.

- IX General panic. Masonry D destroyed; Masonry C heavily damaged, sometimes with complete collapse; Masonry B seriously damaged. (General damage to foundations.) Frame structures, if not bolted, shifted off foundations. Frames cracked. Serious damage to reservoirs. Underground pipe broken. Conspicuous cracks in ground. In alluviated areas sand and mud ejected, earthquake fountains, sand craters.
- X Most masonry and frame structures destroyed with their foundations. Some well-built wooden structures and bridges destroyed. Serious damage to dams, dikes, embankments. Large landslides. Water thrown on banks of canals, rivers, lakes, etc. Sand and mud shifted horizontally on beaches and flat land. Rails bent slightly.
- XI Rails bent greatly. Underground pipelines completely out of service.
- XII Damage nearly total. Large rock masses displaced. Lines of sight and level distorted. Objects thrown into the air.

Definition of Masonry A, B, C and D

Masonry A Good workmanship, mortar, and design, reinforced, especially laterally, and bound together by using steel, concrete, etc., designed to resist lateral forces.

Masonry B Good workmanship and mortar; reinforced, but not designed in detail to resist lateral forces.

Masonry C Ordinary workmanship and mortar; no extreme weaknesses like failing to tie in at corners, but neither reinforced nor designed against horizontal forces.

Masonry D Weak materials, such as adobe; poor mortar; low standards of workmanship; weak horizontally.

**HAZARDOUS MATERIAL INCIDENT
IN THE
CITY AND COUNTY OF SAN FRANCISCO**

1. General Situation

The release of a hazardous material to the environment could cause a multitude of problems that can be discussed in a general manner. The significance of the problems to the environment, property, or human health is dependent on the type, location, and quantity of the material released. Although hazardous material incidents can happen almost anywhere, certain areas of the state are at higher risk. Jurisdictions near roadways that are frequently used for transporting hazardous materials and jurisdictions with industrial facilities that use, store, or dispose of such materials all have increased potential for major mishaps, as do jurisdictions crossed by certain railways, waterways, airways, and pipelines.

Releases of explosives and highly flammable materials have caused fatalities and injuries, necessitated large scale evacuations, and destroyed millions of dollars worth of property. Toxic chemicals in gaseous form have caused injuries and fatalities among emergency response teams and passersby. When toxic materials have entered either surface or ground water supplies, serious health effects have resulted. Releases of hazardous chemicals have been especially damaging when they have occurred in highly populated areas or along heavily traveled transportation routes.

2. Special Situation

The City & County of San Francisco does not have the large industrial complexes normally associated with high incident of hazardous material emergencies. The City recognizes that commerce in hazardous materials is essential to the economy of the area and also recognizes that the presence of such materials within the City poses unique dangers to the citizenry.

The City contains major transportation arteries where hundreds of pounds of hazardous or potentially hazardous materials are transported each year. The exposure to the effects of a major hazardous material emergency is due to the proximity of U.S. 101, Interstate 280, railroad tracks, and Third St., leading into the industrial area of the City, passing through densely populated sections of San Francisco. Additionally, Highways 1 and 35, though somewhat minor, still traverse the City through equally populated areas.

2. Special Situation - cont'd.

Fixed facilities are generally limited to industrial complexes near or adjacent to San Francisco Bay, manufacturing or processing plants in the eastern section of the City and underground natural gas lines of the P.G. & E. distribution system.

A special category, associated with potential hazardous material discharge, are the ships and/or barges at dockside locations in San Francisco or in the Bay waters adjacent to San Francisco, in transit or at anchorage. Railway tanker cars as well as truck tanker containers discharging contents into fixed facilities might also be placed in the special category.

3. Emergency Response Actions

Emergency response actions associated with the above situations are presented in Appendices A-2 through K-2 to the Annexes in **Part Two** of this plan.

Appendix 1-3

IMMINENT/ACTUAL RESERVOIR FAILURE IN THE CITY AND COUNTY OF SAN FRANCISCO

1. General Situation

Reservoir failures can result from a man made or natural cause such as earthquake, structural flaw or terrorist action.

There are two types of reservoir in San Francisco, with each type having a different failure characteristic. The tank filled reservoir will fail almost instantaneously; thus creating a very rapid build-up of a flood wave to a peak and then a gradual decline until the tank is empty. The in-ground reservoir of concrete could fail almost instantaneously in cases where cut and fill has created the reservoir basin(s) or failure might be gradual through cracks in the concrete containment structure. Thus, 1) a very rapid build-up to a peak release or, 2) gradual release, both cases then to a gradual decline until the reservoir was essentially empty, could occur.

The warning ability would generally be determined by the frequency of inspection for structural integrity, the flood wave arrival time (the time it takes for the flood wave to reach various points distant from the point of failure), or the ability to notify persons within the potential inundation area and their ability to evacuate.

A reservoir failure has the potential to cause some loss of life, damage to property, and other ensuing hazards, as well as the displacement of persons residing or working in the inundation area. Damage to electric facilities, i.e. substations-transmissions lines and natural gas lines could also impact life support systems in areas outside the immediate hazard area.

Mass evacuation of the inundation area would be essential to life safety, if warning time should permit. Search and rescue operations may be required to assist trapped or injured persons. Emergency medical care, food, and temporary shelter would be required for injured and displaced persons. Identification and burial of the dead might pose problems; public health could be a major concern. Many families could be separated, particularly if the failure should occur during working hours, and a personal inquiry or locator system would be essential. These and other emergency operations could be hampered by damage to transportation routes, and disruption of public utilities and other essential services.

Governmental assistance - local, state, federal - could be required and might continue for an extended period. These efforts could be required to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public services and utilities, and provide continuing care and welfare

1. General Situation - cont'd.

for the affected population including, as required, temporary housing for displaced persons.

Given time, all possible means of alerting/warning the potentially exposed population will be used. The alerted/warned population should be directed to appropriate assembly areas. Special institutions such as public and private schools, nursery schools, hospitals, nursing homes, key government emergency response facilities, etc. will have to be warned. Most inundation areas are narrow corridors and evacuation by foot might be appropriate. Those persons with the inability to walk will require transportation. Nursing homes and convalescent hospitals will need transportation to move patients.

2. Special Situation

There are seven (7) major reservoirs/watertanks within the City with relatively known exposed populations in the respective inundation areas. These reservoirs are: Lombard; Sunset; Merced Manor; Sutro; Stanford Heights; University Mound; and the McLaren Park Tanks.

General information, maps of potential inundation areas, and information concerning recommended evacuation routes for the identified reservoirs are included in Attachments to this Appendix.

3. Emergency Response Actions

Emergency response actions associated with the above situations are presented in Appendices A-1 through K-1 to the annexes in **Part Two** of this plan.

Attachments:

1. Lombard
2. Sunset
3. Merced Manor
4. Sutro
5. Stanford Heights
6. University Mound
7. McLaren Park Tanks

Attachment 1, Appendix 1-3

LOMBARD STREET RESERVOIR

1. General Information

The Lombard Street reservoir is a concrete lined basin with a concrete roof covering. It is located in Franciscan type rock and was constructed in 1860. The capacity of the reservoir is 8.2 acre feet (2.7 million gallons).

The reservoir is located in Emergency Response District #1 between Lombard, Greenwich, and Larkin Streets. Reservoir failure would cause inundation in the North Beach District, and the Fisherman's Wharf and Aquatic Park areas. Adequate time to warn the threatened population may not be available.

The impact of the reservoir failing would all be in Emergency Response District #1.

- Individuals located within the area bounded by Van Ness Ave., Lombard, Polk, Greenwich, Hyde, Jones, Francisco and Taylor Streets and Fisherman's Wharf would be exposed to danger. The potential inundation area for this reservoir is depicted in Tab 1 to this Attachment

Given time, the exposed population should be warned and directed to appropriate assembly area(s).

2. Evacuation Routes

Evacuation routes and other pertinent information relating to movement operations are included in Attachment H-3-A and Appendix H-3, Annex H, MOVEMENT OPERATIONS.

3. Essential Facilities

Local Government

- Command Post - Fire Station #2, 1340 Powell St.
- Police Station - Central Station, 766 Vallejo St.
- Fire Stations - #13, 530 Sansome St.
 - #28, 1814 Stockton St.
 - #41, 1325 Leavenworth St.
- Health Center - # 4, 1490 Mason St.

J. Essential Facilities - cont'd.

Mass Care Facilities

- Francisco Middle School, 2190 Powell St.
- Marina Middle School (TEMPORARY), 3500 Fillmore St.

Forward Emergency Operating Center

- Need for activation will be recommended by Battalion Fire Chief of Emergency Response District #1, as might be determined, in coordination with Chief of Department, SFFD, and Director, Office of Emergency Services.

Multi-Purpose Staging Area

- Moscone playground (Marina/Funston complex), (TEMPORARY), Bay & Laguna Sts.

Disaster Assistance Center

- Need for activation will be recommended by the Office of Emergency Services and, as designated and authorized by appropriate authority.

Exhibit - Map:

- 1.- Potential Inundation Area - Lombard Street Reservoir.

LOMBARD STREET RESERVOIR



SUNSET RESERVOIR

1. General Information

Sunset reservoir was constructed in two phases and is concrete lined with a concrete roof covering. The North Basin was constructed in 1936 and the South Basin in 1960. The reservoirs/basins are located in dune sand, sheared Franciscan rock, and rock waste and dune sand fill. The total capacity of the reservoir is 540.8 acre feet (176.7 million gallons) with 273.6 acre feet (89.4 million gallons) in the North Basin and 267.2 acre feet (87.3 million gallons) in the South Basin.

The reservoir is located in Emergency Response District #8, between Ortega and Quintara Sts., and Twenty-fourth and Twenty-eighth Avenues. Reservoir failure would cause wide spread inundation in the Sunset and Parkside Districts. The impact of either reservoir basin failing would be in Emergency Response District #8. Potential inundation areas for this reservoir is depicted in Tab 1.

In event of failure of the North Basin approximately 4 to 6 minutes warning time would be available for persons west of Sunset Blvd. (between Noriega and Quintara); 16 minutes warning for persons west of Forty-sixth Ave. (between Noriega and Quintara); 15 minutes warning for persons west of Thirty-third Ave. (between Lincoln Way and Irving St.); 25 minutes warning for persons west of Forty-eighth Ave. (between Lincoln Way and Judah St.)

In event of failure of the South Basin approximately 4 to 6 minutes warning time would be available for persons west of Sunset Blvd. (between Quintara and Ulloa Sts.), and 14 minutes warning time for persons west of Forty-sixth Ave. (between Lincoln Way and Sloat Blvd.)

North Basin

- Individuals located within the irregular area bounded by Pacheco, Twenty-ninth Ave., Ortega, Thirty-first Ave., Lawton, Thirty-second Ave., Judah, Thirty-fourth Ave., Lincoln Way, Twenty-ninth Ave., Kirkham, Twenty-eighth Ave., Moraga, and Twenty-sixth Ave. would be exposed to danger.

North Basin - cont'd.

- Individuals located within the irregular area bounded by Thirty-first Ave., Ortega, Forty-first Ave., Quintara, Forty-fourth Ave., Ortega, Forty-second Ave., and Noriega would be exposed to danger.
- Individuals located within the irregular area bounded by Forty-second Ave., Ortega, Great Highway, Lincoln Way, Forty-fourth Ave., Irving, Forty-seventh Ave., and Noriega would be exposed to danger.
- Individuals located within the irregular area bounded by Forty-second Ave., Quintara, Forty-sixth Ave., Rivera, Forty-seventh Ave., Taraval, Forty-sixth Ave., Sloat Blvd., Great Highway, and Ortega would be exposed to danger.

South Basin

- Individuals located within the irregular area bounded by Twenty-eighth Ave., Rivera, Thirtieth Ave., Santiago, Thirty-first Ave., and Pacheco would be exposed to danger.
- Individuals located within the irregular area bounded by Thirty-first Ave., Santiago, Thirty-fourth Ave., Taraval, Great Highway, Quintara, Forty-sixth Ave., Pacheco, Forty-first Ave., Quintara, Thirty-fourth Ave., and Pacheco would be exposed to danger.
- Individuals located within the irregular area bounded by Forty-sixth Ave., Quintara, Great Highway, Lincoln Way, Forty-fifth Ave., Irving, Forty-seventh Ave., and Noriega would be exposed to danger.
- Individuals located in the area bounded by Thirty-sixth Ave., Vicente, Forty-second Ave., Sloat Blvd., Great Highway, and Taraval would be exposed to danger.

2. Evacuation Routes

Evacuation routes and other pertinent information relating to movement operations are included in Attachment H-3-A and Appendix H-3, Annex H MOVEMENT OPERATIONS.

3. Essential Facilities

Local Government

- Command Post - Fire Station #40, 2155 - 18th Ave.
- Police Station - Taraval Station, 2349 - 24th Ave.
- Fire Stations - #18, 1935 - 32nd Ave.
 - #19, 390 Buckingham Way.
 - #20, 285 Olympia.
 - #22, 1290 - 16th Ave.
 - #23, 1348 - 45th Ave.
- Health Center - # 5, 1351 - 24th Ave.

Mass Care Facility

- Abraham Lincoln High School - 24th Ave. and Rivera.

Forward Emergency Operating Center

- Need for activation will be recommended by Battalion Chief of Emergency Response District #8, as might be determined, in coordination with Chief of Department, SFFD, and the Director, Office of Emergency Services.

Multi-purpose Staging Area

- Lowell High School, 1101 Eucalyptus Drive at Forest View.

Disaster Assistance Center

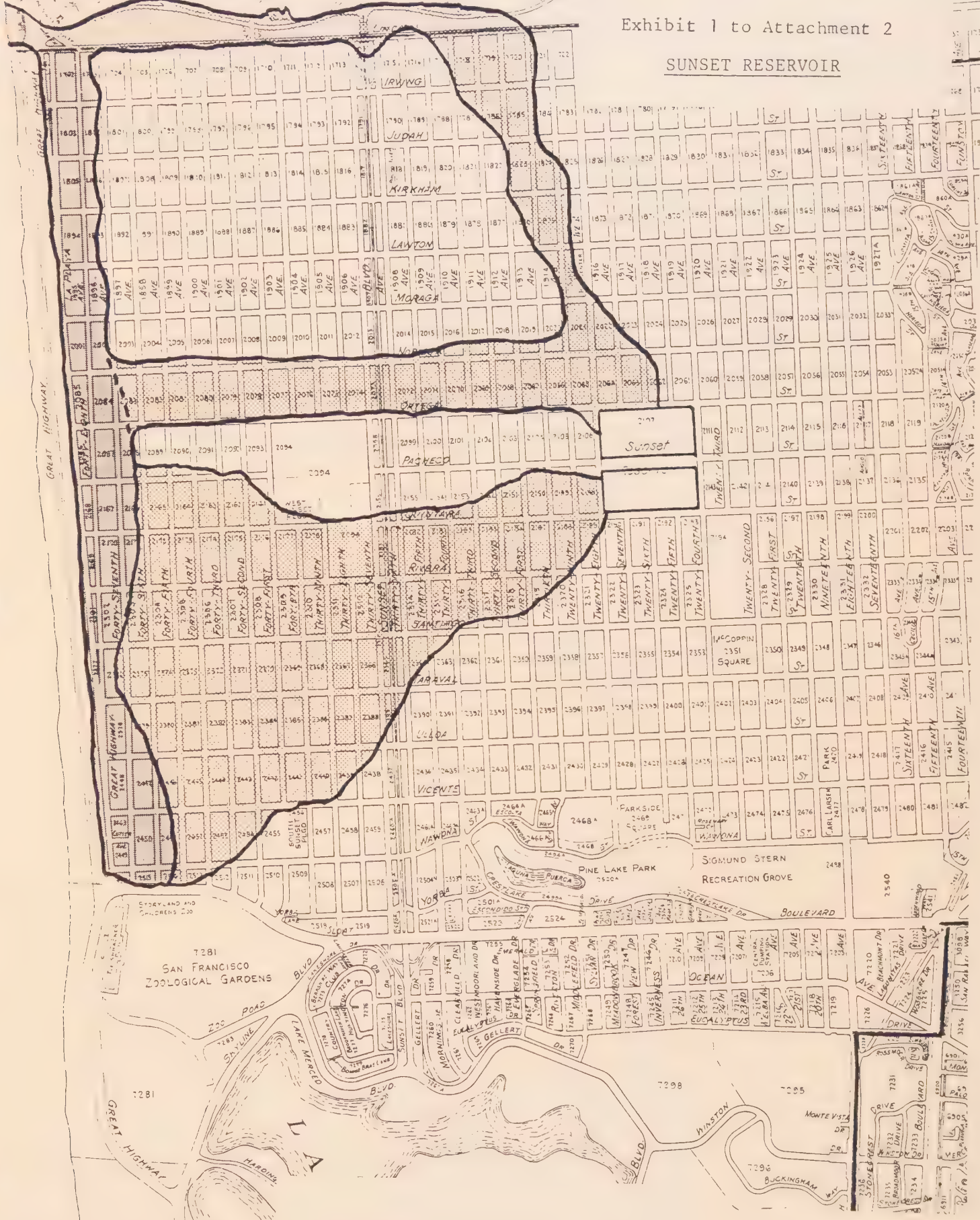
- Need for activation will be recommended by the Office of Emergency Services and, as designated and authorized by the appropriate authority.

Exhibit - Map:

- 1.- Potential Inundation Areas - Sunset Reservoir.

Exhibit 1 to Attachment 2

SUNSET RESERVOIR



Attachment 3, Appendix 1-3

MERCED MANOR RESERVOIR

1. General Information

Merced Manor reservoir is a concrete lined basin with a concrete roof covering. The reservoir is located in Quaternary type soils-unconsolidated sand/clay, alluvium and dune sand, and was constructed in 1936. The capacity of the reservoir is 29 acre feet (9.5 million gallons).

The reservoir is located in Emergency Response District #8 between Twenty-second and Twenty-third Avenues, Ocean Ave., and Sloat Blvd. Reservoir failure would cause inundation in the Merced Manor and Lakeshore Districts. Adequate time to warn the threatened population may not be available. The impact of reservoir failure would all be in Emergency Response District #8. Potential inundation area for this reservoir is depicted in Tab 1.

- Individuals located within the area bounded by Twenty-second Ave., Lake Merced Blvd., and Sunset and Sloat Blvd's, would be exposed to danger.

Given time, the exposed population should be warned and directed to appropriate assembly areas.

2. Evacuation Routes

Evacuation routes and other pertinent information relating to movement operations are included in Attachment H-3-A and Appendix H-3, Annex H MOVEMENT OPERATIONS.

3. Essential Facilities

Local Government

- Command Post - Fire Station #40, 2155 - 18th Ave.
- Police Station - Taraval Station, 2349 - 24th Ave.
- Fire Stations - #18, 1935 - 32nd Ave.
 #19, 390 Buckingham Way.
 #20, 285 Olympia.
 #22, 1290 - 16th Ave.
 #23, 1348 - 45th Ave.
- Health Center - # 5, 1351 - 24th Ave.

3. **Essential Facilities - cont'd.**

Mass Care Facility

- Abraham Lincoln High School, 24th Ave. and Rivera.

Forward Emergency Operating Center

- Need for activation will be recommended by Battalion Chief of Emergency Response District #8, as might be determined, in coordination with Chief of Department, SFFD, and with Director, Office of Emergency Services.

Multi-purpose Staging Area

- An alternate site, to the designated Lowell High School site, will be determined and/or coordinated with the Director, Department of Public Works.

Disaster Assistance Center

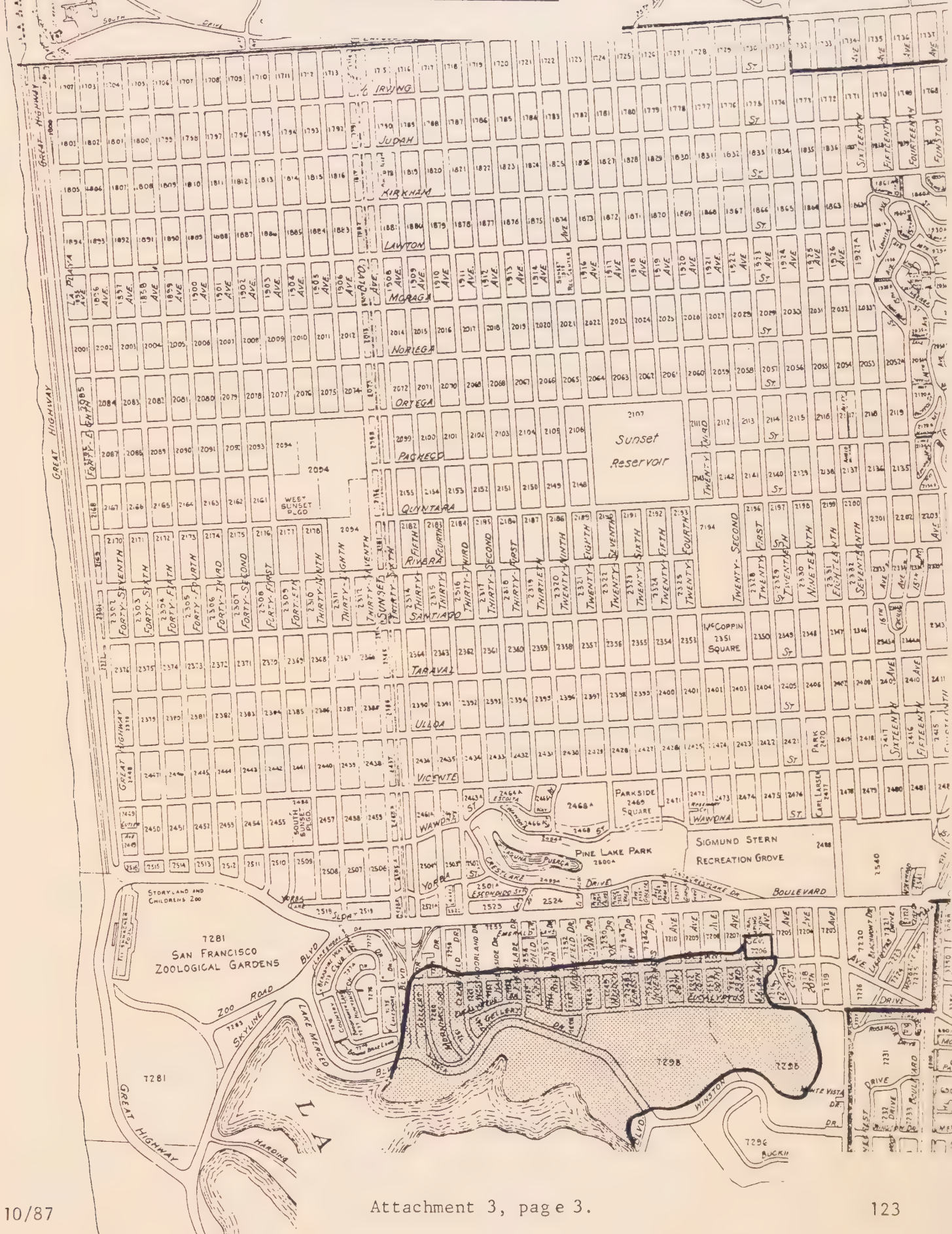
- Need for activation will be recommended by the Office of Emergency Services and, as designated and authorized by the appropriate authority.

Exhibit - Map:

- 1.- Potential Inundation Area - Merced Manor Reservoir.

Exhibit 1 to Attachment 3

MERCED MANOR RESERVOIR



Attachment 4, Appendix 1-3

SUTRO RESERVOIR

1. General Information

The Sutro Reservoir is a concrete lined basin with a concrete roof covering. The reservoir is located in Quaternary type soils-unconsolidated sand/clay, alluvium, slope debris and dune sand fill, and was constructed in 1952. The capacity of the reservoir is 96.1 acre feet (31.4 million gallons).

The reservoir is located in Emergency Response District #8, between Clarendon, Olympia Way and Delbrook Ave. Reservoir failure would cause inundation in the southwest part of the Midtown Terrace District. The inundation area is defined as lying west of Delbrook Ave., and the lower part of Clarendon to Laguna Honda Blvd. with possible overrun down Seventh Ave. Adequate time to warn the threatened population may not be available. The potential inundation area for this reservoir is depicted in Tab 1.

The impact of reservoir failure would be in Emergency Response District #8.

- Individuals located within the narrow strips along Clarendon and Olympia Avenues to Delbrook and along Seventh Ave. to Golden Gate Park would be exposed to danger.

Given time, the exposed population should be warned and directed to appropriate assembly area(s).

2. Evacuation Routes

Evacuation routes and other pertinent information relating to movement operations are included in Attachment H-3-A and Appendix H-3, Annex H MOVEMENT OPERATIONS.

3. Essential Facilities

Local Government

- Command Post - Fire Station #40, 2155 - 18th Ave.
- Police Station - Taraval Station, 2349 - 24th Ave.
- Fire Stations - #18, 1935 - 32nd Ave.
 #19, 390 Buckingham Way.
 #20, 285 Olympia Way.
 #22, 1290 - 16th Ave.
 #23, 1348 - 45th Ave.
- Health Center - # 5, 1351 - 24th Ave.

3. Essential Facilities - cont'd.

Mass Care Facility

- Abraham Lincoln High School - 24th and Rivera.
- Eugene McAteer High School, (TEMPORARY), Portola Drive near O'Shaughnessey Blvd.

Forward Emergency Operating Center

- Need for activation will be recommended by Battalion Chief of Emergency Response District #8, as might be determined, in coordination with Chief of Department, SFFD, and the Director, Office of Emergency Services.

Multi-Purpose Staging Area

An alternate site, to the designated response district multi-purpose staging area at Lowell High School, will be McAteer High School - in Response District #6 - or as determined and/or coordinated with the Director, Department Public Works.

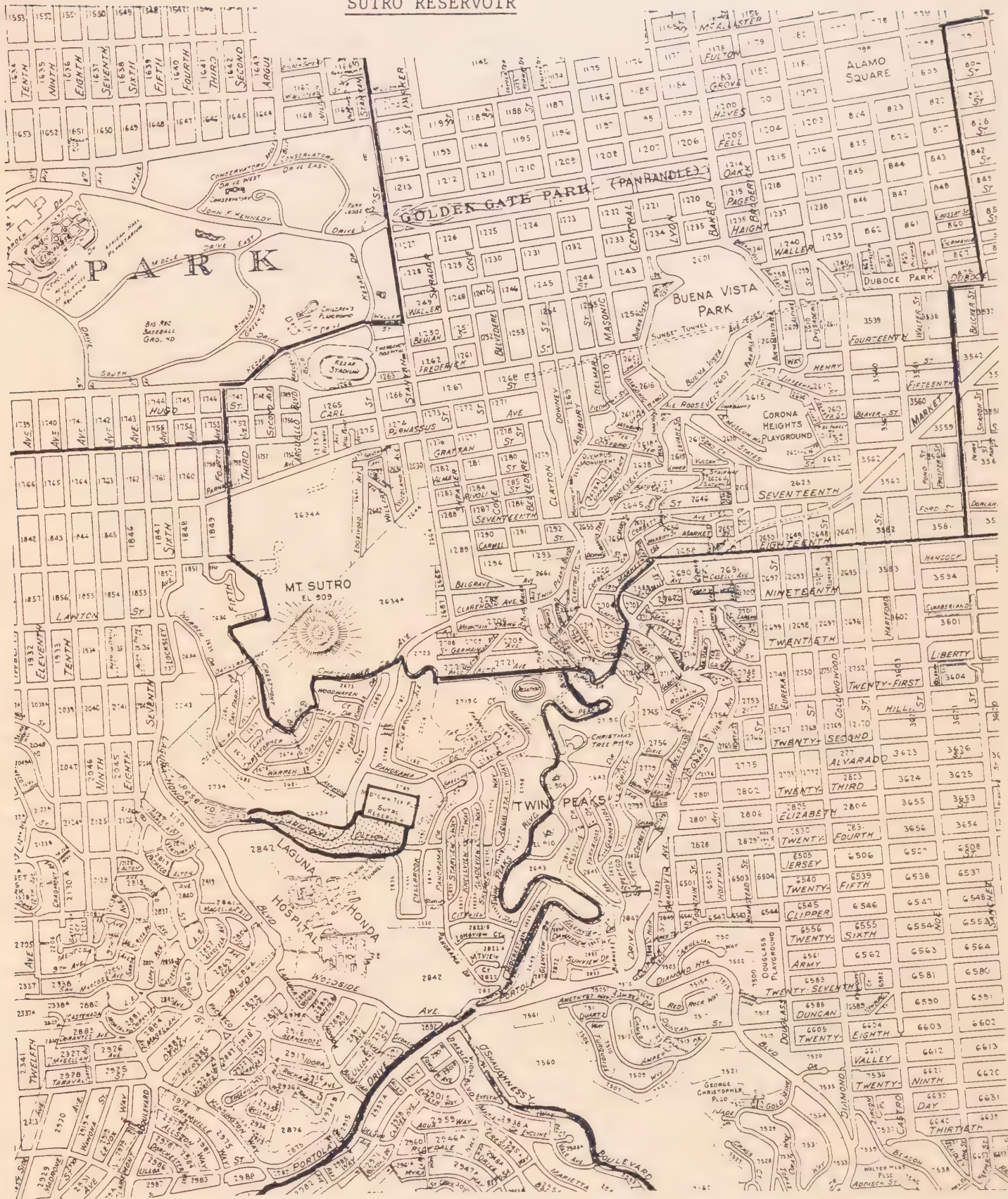
Disaster Assistance Center

- Need for activation will be recommended by the Office of Emergency Services and, as designated and authorized by the appropriate authority,

Exhibit - Map:

- 1.- Potential Inundation Areas - Sutro Reservoir.

SUTRO RESERVOIR



STANFORD HEIGHTS RESERVOIR

1. General Information

Stanford Heights Reservoir is a concrete lined basin with a concrete roof covering. The reservoir is located in Quaternary type soils-unconsolidated sand/clay, alluvium, slope debris and dune sand fill, and was constructed in 1923. The capacity of the reservoir is 39.4 acre feet (12.9 million gallons).

The reservoir is located in Emergency Response District #9 between Aqua Way, Isola Way, Rockdale Drive and La Bica Way. Reservoir failure would cause inundation in parts of Miraloma Park, West Portal, Glen Park, North Cayuga and Crescent Districts (south boundry along Alemany Blvd.). The impact of the reservoir failing would be in Emergency Response Districts #6, #8, and #9.

Approximately 15 minutes warning time would be available for persons west of Ulloa and Claremont Blvd., and 30 minutes warning time for persons west of 19th Avenue. Approximately 15 minutes warning would be available for persons east of Bosworth and Glen Park Recreation Center, 30 minutes warning time for persons east of Mission Street, and 45 minutes warning for persons east of a line drawn between Cambridge and Arnold Avenues.

District #6

- Individuals located within the area west of Mission Street and bounded by Chenery, Natick, Highway 280, Alemany Blvd., Danton, and Bosworth would be exposed to danger.
- Individuals located within the area east of Mission Street and bounded by Highway 280, Ellsworth, Crescent, Putnam, and Alemany Blvd. would be exposed to danger.

District #8

- Individuals located within the area west of Laguna Honda Blvd. and Portola Drive and bounded by Portola Drive, Sloat Blvd., Sigmund Stern Grove, Wawona, Fifteenth, Vicente, and Ulloa would be exposed to danger.

1. General Information - cont'd.

District #9

- Individuals located within the area bounded by Portola Drive, O'Shaughnessy Blvd., Vale, Encline, and Isola Way would be exposed to danger.

Given time, the exposed populations should be warned and directed to appropriate assembly areas.

Potential inundation areas for this reservoir are depicted in Tabs 1 and 2.

2. Evacuation Routes

Evacuation routes and other pertinent information relating to movement operations are included in Attachment H-3-A and Appendix H-3, Annex H MOVEMENT OPERATIONS.

3. Essential Facilities

Local Government

- District #6: Command Post - Fire Station #11, 3880 - 26th St.
Police Station - Mission Station, 1240 Valencia St.
Fire Stations - # 7, 2300 Folsom St.
 #24, 100 Hoffman.
 #26, Addison & Digby.
 #32, 194 Park St.
- District #8: Command Post - Fire Station #40, 2155 - 18th Ave.
Police Station - Taraval Station, 2349 - 24th Ave.
Fire Stations - #18, 1935 - 32nd Ave.
 #19, 390 Buckingham Way
 #20, 285 Olympia Way
 #22, 1290 - 16th Ave.
 #23, 1348 - 45th Ave.
Health Center - # 5, 1351 - 24th Ave.

3. Essential Facilities - cont'd.

- District #9: Command Post - Fire Station #15, 1000 Ocean Ave.
Police Station - Ingleside, Balboa Park.
Fire Stations - #33, 8 Capitol Ave.
 #39, 1091 Portola Drive.
 #43, 720 Moscow.

Mass Care Facilities

- District #6: James Lick Middle School, Noe and 25th Sts.
- District #8: Abraham Lincoln High School, 24th Ave. and Rivera.
- District #9: James Denman Middle School, 241 Oneida.
 Pelton Middle School, (TEMPORARY), 45 Conkling.

Forward Emergency Operating Center(s).

- Need for activation will be coordinated by Chief of Department, SFFD, and as might be determined, in coordination with the Director, Office of Emergency Services.

Multi-purpose Staging Area

- District #6: Eugene McAteer High School, Portola Drive and O'Shaughnessy Blvd.
- District #8: Lowell High School, 1101 Eucalyptus Drive.
- District #9: SF City & County Corporation Yard, (TEMPORARY), Jerrold Ave. and Quint.

Disaster Assistance Center(s).

- Need for activation will be recommended by the Office of Emergency Services and, as designated and authorized by the appropriate authority.

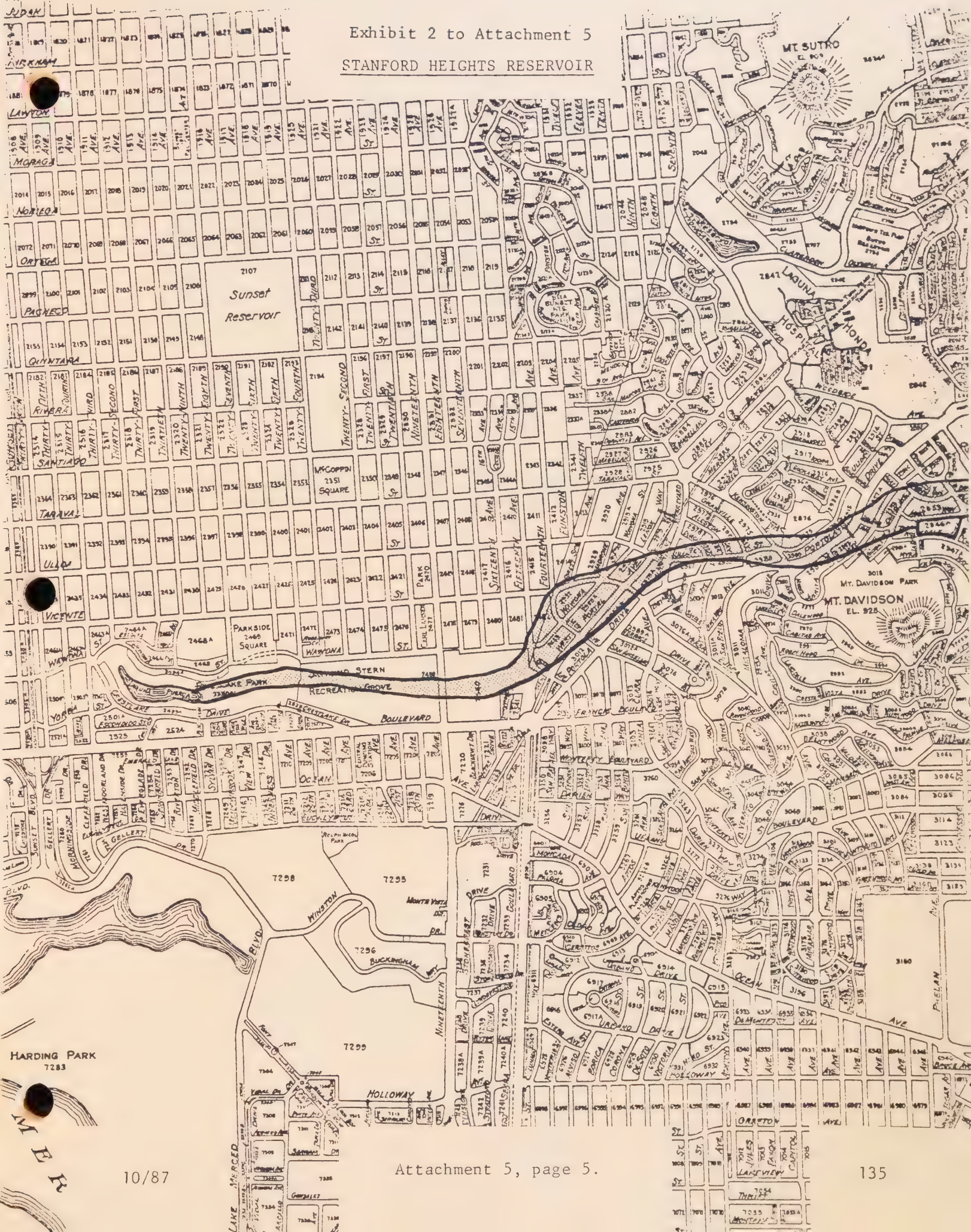
Exhibit - Maps:

- 1.- Potential Inundation Area - East of Stanford Heights Reservoir.
- 2.- Potential Inundation Area - West of Stanford Heights Reservoir.

Exhibit 1 to Attachment 5
STANFORD HEIGHTS RESERVOIR



Exhibit 2 to Attachment 5
STANFORD HEIGHTS RESERVOIR



UNIVERSITY MOUND RESERVOIR

1. General Information

University Mound Reservoir is concrete lined with a concrete roof covering, consisting of two basins - north and south. The reservoir/basins are located in Quaternary soils-unconsolidated sand/clay, dune sand and rock waste fill. The north basin expansion was constructed in 1885/1924, and the south basin was constructed in 1937. The total capacity of the reservoir is 431.2 acre feet (140.9 million gallons), with 181.8 acre feet (59.4 million gallons) in the north basin and 249.4 acre feet (81.5 million gallons) in the south basin.

The reservoir is located in Emergency Response District #9 between Felton, Bowdin, Woolsey and University Sts. Reservoir failure would cause inundation in the Portola, parts of the Bay View, Bret Hart, and South Basin Districts. Approximately 7 to 8 minutes warning time would be available for persons east of Bayshore Blvd. and 15 minutes warning would be available for persons east of Third St. The impact of either of the reservoir basins failing would be in Emergency Response Districts #9 and #10.

North Basin

- District #9

Individuals located within the area bounded by Colby, Felton, San Bruno Ave., Woolsey, Girard, Bacon, Goettingen and Burrows would be exposed to danger.

- District #10

- Individuals located within the area bounded by Bayshore Blvd., Phelps, Carroll Ave., Armstrong Ave., Yosemite Ave., Jennings, Wallace Ave., Armstrong Ave., Ingalls, Bancroft Ave., Carroll Ave., and Egbert Ave. would be exposed to danger.

South Basin

- District #9

Individuals located within the area bounded by University, Bacon, Goettingen, Burrows, San Bruno Ave., Woolsey, Girard and Dwight would be exposed to danger.

1. General Information - cont'd.

Given time, the exposed populations should be warned and directed to appropriate assembly areas.

The potential inundation areas for the basins of this reservoir are depicted in Tab 1.

2. Evacuation Routes

Evacuation routes and other pertinent information relating to movement operations are included in Attachment H-3-A and Appendix H-3, Annex H MOVEMENT OPERATIONS.

3. Essential Facilities

Local Government

- District #9: Command Post - Fire Station #15, 1000 Ocean Ave.
Police Station - Ingleside Station, Balboa Park.
Fire Stations - #33, 8 Capitol Ave.
 #39, 1091 Portola Dr.
 #43, 720 Moscow.
- District #10: Command Post - Fire Station #9, 2245 Jerrod Ave.
Police Station - Southeast Station, 2300 Third St.
Fire Stations - #17, 1295 Shafter,
 #25, 3305 Third St.
 #37, 798 Wisconsin.
 #42, 2430 San Bruno Ave.
 #44, 1298 Girard.
Health Center - # 3, 1525 Silver Ave.

Mass Care Facilities

- District #9: James Denman Middle School, 241 Oneida.
 Eugene McAteer High School, (TEMPORARY), 555 Portola Drive
- District #10: Woodrow Wilson High School, 400 Mansell.
 Pelton Middle School, 45 Conkling.

3. Essential Facilities - cont'd.

Forward_Emergency_Operating_Center(s)

- Need for activation will be recommended by Battalion Fire Chiefs of Emergency Response Districts #9 and #10, as might be determined, in coordination with Chief of Department, SFFD, and the Director, Office of Emergency Services.

Multi-purpose_Staging_Area(s)

- District #9: San Francisco City College, Ocean and Phelan Ave.
- District #10: SF Corporation Yard, Jerrold Ave and Quint, Candlestick Park, Jamestown and Harney Way.

Disaster_Assistance_Center(s)

- Need for activation will be recommended by the Office of Emergency Services and, as designated and authorized by the appropriate authority.

Exhibit - Map:

- 1.- Potential Inundation Areas - University Mound Reservoir

Exhibit 1 to Attachment 6
UNIVERSITY MOUND RESERVOIR



Attachment 7, Appendix 1-3

McLAREN PARK TANKS

1. General Information

The two (2) McLaren Park Tanks are of steel construction. They are located on sites of Quaternary type soils-unconsolidated sand/clay, alluvium and slope debris. The tanks were constructed in 1966. The capacity of each tank is 12.2 acre feet (4 million gallons). Total capacity: 24.4 acre feet (8 million gallons).

The tanks are located in Emergency Response District #9, south of the inter-section of Mansell and John F. Shelley Dr. in McLaren Park. Tank failure or fracture would cause wide spread inundation in the Visitation Valley District as well as areas of Daly City and Brisbane/Bayshore. The defined area of inundation in San Francisco generally lies between Raymond Ave., Bayshore Blvd., San Mateo/San Francisco County Line and Brookdale Ave. Adequate time to warn the threatened population would not be available. The impact of the tanks failing would be in Emergency Response District #9.

- Individuals located within the area bounded by Raymond Ave., Alpha, Leland Ave., Old Bayshore Blvd., County Line, Pasadena and Santos would be exposed to danger.

Given time, the exposed population should be warned and directed to appropriate assembly area(s).

The potential inundation area for tank failure is depicted in Tab 1.

2. Evacuation Routes

Evacuation routes and other pertinent information relating to movement operations are included in Attachment H-3-A and Appendix H-3, Annex H MOVEMENT OPERATIONS.

3. Essential Facilities

Local Government

- Command Post - Fire Station #25, 1000 Ocean Ave.
- Police Station - Ingleside Station, Balboa Park.

Local Government - cont'd.

- Fire Stations - #33, 8 Capitol.
#39, 1091 Portola Drive...
#43, 720 Moscow.
- Health Center - # 3, 1528 Silver Ave.

Mass Care Facility

- Woodrow Wilson High School, (TEMPORARY), 400 Mansell.

Forward Emergency Operating Center

- Need for activation will be recommended by Battalion Chief of Emergency District #9, as might be determined, in coordination with the Chief of Department, SFFD, and the Director, Office of Emergency Services.

Multi-purpose Staging Area

- Visitation Valley Middle School, (TEMPORARY), 450 Raymond Ave.

Disaster Assistance Center

- Need for activation will be recommended by the Office of Emergency Services and, as designated and authorized by the appropriate authority.

Exhibit - Map:

- 1.- Potential Inundation Area - McLaren Park Tanks.

McLAREN PARK TANKS



Appendix 1-4

CONFLAGRATION IN THE CITY AND COUNTY OF SAN FRANCISCO

1. General Situation

A conflagration in San Francisco would have the potential to cause numerous injuries and fatalities, extensive property damage and other ensuing hazards and disruptions. The time of day, season of the year and weather conditions would all have a profound affect. A conflagration would be catastrophic in its effect on the population as well as government, and could possibly exceed the immediate response capability of the San Francisco Fire Department. Response to the incident might require the implementation of the fire mutual aid system into San Francisco. Disaster relief support would be required from local government and private sector organizations within the jurisdiction and quite possibly from state and federal governments.

Mass evacuation operations would be required to move the affected population from the endangered incident area. Many families would be separated, particularly if the incident should occur during working and school hours. In this respect, a personal injury or locator system would be essential. Additionally, extensive search and rescue operations might also be required to assist trapped and injured persons. Emergency medical care, food and temporary shelter would be required by injured and displaced persons. The identification of dead would pose difficult problems; public health might also be a major concern. The disruption of public utilities and services, as well as the affect on transportation routes within and peripheral to the incident could seriously hamper emergency operations.

Local government assistance to the private sector could be required and continue for an extended period. These efforts would be required for damage assessment, removal of debris and clearance of roadways, demolition of unsafe structures, assistance in re-establishing public services and utilities, and provision of continuing care and welfare for the affected population, including temporary housing for displaced persons. Another problem which must be considered is the need for temporary relocation of business and/or the permanent relocation of businesses within or out of the City.

Following the 1906 earthquake and fire, the City constructed two salt water pump stations - one at the foot of Van Ness Avenue at the Bay's edge and another at Second and Townsend Streets - to draw water from S.F. Bay in an emergency or as might be required. Additionally, a 10,500,000 gallon capacity reservoir on Twin Peaks and two water storage tanks -

1. General Situation - cont'd.

1) 750,000 gallon; 2) 500,000 gallon - were constructed, as well as installation of an auxillary high pressure water system, independent of the normal low pressure domestic water system. 108 75,000 gallon cisterns were constructed in various locations thereby adding to the 40 others previously constructed.

Numerous reservoirs located throughout the City can provide sources for additional water to fight fires. Lakes within Golden Gate Park, Lake Merced in the western area of the City and Mountain Lake adjacent to the Presidio of San Francisco also provide potential sources of water if required. A fireboat adds to the fire department's fire fighting capability along the Bay front.

A portable water and hydrant system has been developed, by the fire department, for surface installation to extend or route around, to and through areas where additional capacity is required. The fire department has pre-planned routing maps where the portable system may have to be deployed.

2. Special Situation

A conflagration is recognized as being a fire incident having a front of at least three hundred (300) feet or if the fire path has jumped across a natural barrier. Though congestion, density, mix of dwellings and business, and light industry exist in the City, conflagrations, as defined, have been infrequent.

The Financial District is highly congested with high-rise structures of 20 to 40 stories with large open office areas. These buildings present severe exposure to one another. They are generally located in the fill and infirm soil areas of the City, and their foundation structures are pile supported. In event of earthquake, a severe hazard potential could be generated with the loss of water supply to sprinkler and other fire protection systems in these high-rise buildings. Very high winds occur in the area from approximately 2 P.M. to 5 P.M. each day, because of the canyon effect the crowded buildings create in the district.

In many areas of the City, narrow streets add to the fire fighting problem. The high population density and narrow streets of the Chinatown area identify with an existing threat. The Tenderloin area, because of its relative high density in elderly, also makes it a threat area. All in all, the residential areas of the City with their high density of wood structures in close proximity to each other and with garages under living units also pose a threat. Overhead electric lines in City areas are potential problems as is the underground natural gas distribution system.

2. Special Situation

Fire breaks assist in the control of a conflagration but only Golden Gate Park/Pan Handle extension can be classified as a natural fire break. However, its east/west orientation parallels the direction of prevailing winds and therefore the park would only seem to have nominal value as a break. In the main, potential fire breaks are the broad width streets in various parts of the City; Sunset Blvd., Sloat Blvd., Van Ness Ave., Dolores Street, and the freeways that cross through the east and south-east and southern parts of the City. Prevailing winds are generally from the west at about 9 to 16 MPH; however, high winds, which at times exceed 30 MPH, occur between 25 to 30 percent of the time. The wind factor coupled with the danger of radiant heat of a conflagration could be instrumental in creating dangerously adverse conditions.

San Francisco is noted for its diverse ethnic and language differences. This circumstance could generate a communication problem in event mass evacuation was required in the face of an incident.

3. Emergency Response Actions

Emergency response actions associated with the above situations are presented in Appendices A-1 through K-1 to the Annexes in Part Two of this plan.

Attachments:

1. - Conflagration in the Congested High Value District.
2. - Conflagration outside of the Congested High Value District.

**CONFLAGRATION
IN THE
CONGESTED HIGH VALUE DISTRICT**

1. General Information

1a. Limits:

Beginning at Mission Street and the Embarcadero; Mission, Beale, Howard, Third, Minna, Fifth, Mission, Sixth, Stevenson, Seventh, Market, Jones, Golden Gate, Taylor, Post, Powell, Bush, Grant, Pine, Anne, California, Kearney, Jackson, Montgomery, Pacific, Sansome, Broadway, Front, Jackson, Davis, Washington, Drumm, Clay and The Embarcadero. [see Exhibit #1].

1b. General:

The District is in the extreme north eastern part of the City and includes some 406 acres. The area is nearly level though the ground rises to the north and west in a generally light grade. On the north-western border grades reach 5 to 10 percent. There are no overhead wires except trolley wires and a few telephone drops to hamper fire department operations. The wide thoroughfare at The Embarcadero reduces the exposure for a part of the eastern side of the District. As a whole, the surroundings of the District make for a moderate exposure on the east and south and severe exposure on the north and west.

1c. Potential Hazard:

The blocks bordering the north side of Market Street are triangular; others are rectangular; the majority are of small to moderate size. There are a few alleys and open spaces extending partly through the blocks and blocks have practically no vacant space. Market Street is 120 feet wide; the principal streets south of it are 82.5 feet and those to the north are mainly 68 feet, except California Street, 82 feet. Those north and parallel to California Street are 49 feet or less in width.

Fire resistant buildings are in the area and under favorable conditions the grouping of fire resistant buildings could form a fairly effective fire stop between the south-western and north-eastern sections of the District. The amount of frame construction is very small, is well distributed, and has no appreciable effect on the hazard of the District.

1d. Probability Hazard;

The probability of fires beyond control has been considerably reduced,

1.d Probability Hazard - cont'd.

mostly for the central section of the District, by improved construction. In numerous cases, grouped buildings of excess height and area are mutually exposing with unprotected windows so there is some likelihood of several buildings being involved in one fire. The accessibility to the interiors of street blocks is poor in some cases. The water supply is reasonably dependable and capable of delivering adequate quantities from well distributed hydrants.

2. Evacuation Routes

Evacuation routes and pertinent information relating to movement operations are included in Appendix H-4 (Movement in Response to Conflagration), Annex H MOVEMENT OPERATIONS.

3. Essential Facilities

Local Government

- District #1 - Fire Battalion Headquarters, Fire Station #2, 1340 Powell St.
Police Station, Central Station, 766 Vallejo St.
Fire Stations, #13, 530 Sansome.
#28, 1814 Stockton.
#41, 1325 Leavenworth.
Fire Pump Station, End of Van Ness Ave. on Bay Front
Transit Stations, Embarcadero BART/MUNI, Market & Front
Montgomery BART/MUNI, Montgomery
& Market St.
Powell BART/MUNI, Powell & Market
Civic Center BART/MUNI, Seventh
& Market.
Public Works, Sewage Pump Station, Washington and
Drumm.
Hetch-Hetchy Sub-Stations, Station J, 5220 Sacramento
Downtown, 79 Stevenson.

Private Sector

- District #1
 - Ferryboat Landing, Ferry Building, Embarcadero at foot of Market

3. Essential Facilities - cont'd.

Local Government

- District #3 - Fire Battalion Headquarters, Fire Station #8, 36 Bluxome St.
Police Station, Southern Station, 850 Bryant St.
Fire Stations, # 1, 416 Jessie St.
#35, Pier 22 1/2 Embarcadero
Fire Pump Station, Second & Townsend Sts.

Private Sector

- District #3
 - Bus Commute Station, Mission and First Sts.

Mass Care Facilities

- District #1, Francisco Middle School, 2190 Powell at Francisco.
- District #3, Moscone Convention Center, Fourth & Howard Sts.
Potrero Hill Middle School, 655 DeHaro St. at 18th St.

Multi-Purpose Staging Areas

Location(s) will be determined by the Chief of Department, SFFD, and in coordination with and through the Office of Emergency Services in event other City Departments or private sector agencies are required in a response role.

Forward Emergency Operating Center(s)

Activation and location will be coordinated and/or established by the Chief of Department, SFFD.

Disaster Assistance Center(s)

Need for activation will be recommended by the Office of Emergency Services and as designated and authorized by the appropriate authority.

Exhibit Map:

- 1.- Congested High Value District



CONFLAGRATION
OUTSIDE OF
CONGESTED HIGH VALUE DISTRICT

1. General Information

1a. South Light Manufacturing & Warehouse District

It must be noted that some areas of the District are undergoing neighborhood environmental characteristic change to a congested value type area.

1a-1 Limits:

Beginning at Mission Street and the Embarcadero; Mission, Beale, Howard, Third, Minna, Fifth, Mission, Sixth, Stevenson, Seventh, Market, Twelfth, Folsom, Twentieth, York, Mariposa, Iowa, Twenty-fourth, the Bay of San Francisco, and the Embarcadero north from Second to the point of beginning, [see Exhibit #1].

1a-2 General:

Frame construction predominates and is frequently metal-clad. It must be noted that high-rise buildings and large residential complexes are beginning to be built in the District. There is a scattering of joisted brick, mill type and fire resistant construction. The water supply is weak to fair except in the north-central and north-western parts. Numerous buildings, excepting frame, have good blank wall and window protection. The likelihood of a fire extending over a considerable portion is small under normal conditions. The area is level and there are few overhead wire lines to hamper fire department operations. The blocks are generally rectangular and are of moderate size. There are a few alleys extending through blocks.

1a-3 Potential Hazard

In the vicinity of Harrison, from Fourteenth to Twentieth Streets, the mutual exposures between this District and a compactly built residential district to the west and south are severe; elsewhere the exposures are moderate. The prevailing direction of winds would tend to drive a fire in the District toward the Bay and away from the identified Congested Value District and residential district.

1b. Northeast Light Manufacturing & High-rise District

It must be noted that some areas of the District are undergoing neighborhood environmental characteristic change to a congested value type area.

1b-1. **Limits:**

Beginning at Clay Street and The Embarcadero; Clay, Drumm, Washington, Davis, Jackson, Front, Broadway, Sansome, and irregular line along the base of the bluff from Sansome and Filbert to Francisco and Grant, Francisco, Jones, and The Embarcadero to the point of beginning. [see Exhibit #2],

1b-2. **General:**

The southern part of the District adjoins the Congested High Value area and is beginning to assume similar characteristics. The water supply for a portion of the District is weak but, except in the western part, it is fairly well served by the auxillary high pressure system.

1b-3. **Potential Hazard:**

The central portion could be subject to individual and group fires but the general hazard is small. In the northern part the potential is considerable owing to a close grouping of large frame buildings and by the nature of occupancies. A fire in the northwestern part under adverse wind conditions would seriously threaten a compactly built frame residential and minor mercantile district to the south, which, in turn, would expose the congested value district. In the southern part, fire resistive features are lacking but there is little to cause a bad fire.

1c. Wharf District

1c-1. **Limits:**

This District extends along the Bay front from Channel Street on the south to approximately Taylor Street on the north. [see Exhibit #3]

1c-2. **General:**

The construction is principally of frame dock shed type on piles, with shipping 'slips' between adjacent docks. For the most part, the space between adjacent dock sheds is open, but in some instances there are frame structures along the shoreline, connecting two or more sheds. The connecting structures are of low height and are readily accessible

1c-2. General: - cont'd.

to both water and land oriented fire apparatus. There is commercial and tourist type development at the north end of the District. Some piers and sheds have been removed from Mission to Brannan Streets and afford direct access to Bay waters for pumping by land fire fighting equipment.

1c-3. Potential Hazard:

The sheds, at times, contain high value items in storage or potentially hazardous materials. The potential hazard of the District is considered high. The water distribution system in the immediate vicinity is poor. The District is separated from the sections inland by streets and thoroughfares ranging from 82 to 275 feet in width. The prevailing direction of winds would tend to carry a fire bayward rather than landward. A serious conflagration in the District is unlikely.

1d. North Minor Mercantile District/Chinatown

1d-1. Limits:

This District is bounded on the east and south by the Congested High Value District and Pine Street; it extends north to and includes Broadway and in the northwestern part to approximately Union and Powell. Otherwise, Stockton Street is the general western boundary. (The northeastern blocks bounded by Sansome, Clay, Kearny, Jackson and Kearny, Bush, Grant and California though considered part of Chinatown, have been included as part of the Congested High Value District). [see Exhibit #4].

1d-2. General:

The District is solidly built up for the most part with small to moderate area buildings. South of Broadway, construction is mostly joisted brick. On Grant Ave., between Pine and Broadway there is a high density of Chinese mercantile establishments that are confined to street level floors. Structurally, this District would offer no resistance to a sweeping fire. Streets are mainly narrow and in a few instances there are overhead wire obstructions. North of Broadway, are solidly built rows of frame buildings which possess capability for conflagration and seriously expose the entire District. Additionally, this section is unshielded from northwest winds. South of Broadway, only a moderate conflagration hazard exists. High-rise buildings of large area and with severe exposure to each other are beginning to be built in the area.

1e. Tenderloin

1e-1 Limits:

This District is bounded by Geary, Stockton, Market, Leavenworth, Golden Gate, Polk. (The northeast blocks bounded by Geary, Stockton, Market and Taylor though generally considered part of the Tenderloin, have been included as part of the Congested High Value District). [see Exhibit #5].

1e-2 General:

The District is solidly built up with moderate area buildings. Construction is mostly brick. The population density is generally high with many residential hotels and apartment houses. Many of the area's hotels are occupied by the elderly and pensioners. There are many mercantile establishments but are confined to street level floors. Structurally this District would offer little resistance to a sweeping fire. In a few instances there are overhead wire obstructions.

1f. Other

1f-1 General:

Outside the districts previously described, the major portions of the built up areas of the City consists of frame construction, 1 to 4 storys high, and practically solidly built along the street fronts. (Exceptions are the high-rise residential units in parts of the Western Addition and the Park Merced and Stonestown areas in the southwestern part of the City.) The occupancies are mainly residential, apartments and/or flats are numerous, but there are many streets with rows of minor business on the ground level floors. Overhead wire obstructions are bad along certain streets. The domestic water supply is inadequate, to fight fire, in some parts but is balanced by good supply obtainable from the auxillary high pressure system, cisterns, reservoirs and lakes.

1f-2 Potential Hazard:

The potential conflagration hazard is considerable and the freedom of these other areas of the City from sweeping fires depend on the ability of the fire department to suppress fires in their incipency. This is particularly important in considering the areas west of Twin Peaks and the fact that winds are prevailing from the west. In various parts of the remaining areas of the City there are streets with good width which could easily serve as fairly effective fire breaks; however, practically all streets could be crossed by fires of such intensity as the areas are capable of developing.

2. Evacuation Routes

Evacuation routes and pertinent information relating to movement operations are included in Appendix H-1 (Movement Response to Conflagration) Annwx H, MOVEMENT OPERATIONS.

3. Essential Facilities

South Light Manufacturing & Warehouse District

- Local Government

- Fire Division #1 - Headquarters, Fire Station #13, 530 Sansome.
- District #3 - Fire Battalion Headquarters, Fire Station #8,
36 Bluxome St.
Police Station, Southern Station, 850 Bryant.
Fire Stations, # 1, 416 Jessie St.
#35, Pier 22 1/2, Embarcadero
Fire Pump Station, Second and Townsend Sts.
Health Center, 356 - 7th St.
Moscone Convention Center, 4th and Howard Sts.
Muni RR Repair Facility, 22nd and Indiana Sts.
- District #2 - Fire Battalion Headquarters, Fire Station #36,
109 Oak St.
Police Station, Northern Station, 841 Ellis St.
Fire Stations, # 6, 135 Sanchez.
#29, 299 Vermont.
Hetch-Hetchy Sub-station, 2502 Alameda, E. of
Bryant St.
- Private Sector
 - P.G. & E. - Sub-station, 8th and Mission Sts.

3. Essential Facilities

Northeast Light Manufacturing & High-rise District

- Local Government

- Fire Division #1, Headquarters, Fire Station #13, 530 Sansome St.
- District #1 - Fire Battalion Headquarters, Fire Station #2,
1340 Powell St.
Police Station, Central Station, 766 Vallejo

5. Essential Facilities - Local Government cont'd.

- District #1 - Fire Stations, #13, 530 Sansome St.
#28, 1814 Stockton St.
#41, 1325 Leavenworth St.
Fire Pump Station, end of Van Ness Ave. on
Bay front.
Fire Dept. High Pressure Tank, 1239 Jones St.
'Jones Tank'
Public Works, Sewage Treatment Plant, 111 Bay
Sewage Pump Station, Washington
and Drumm.
Hetch Hetchy Sub-station, 79 Stevenson St.
Muni Ry Bus Yard, Stockton & North Point, 'Kirkland'
Health Center, #4, 1490 Mason St.

North Minor Mercantile/Chinatown

- Local Government

- Division #1, Headquarters, Fire Station #13, 530 Sansome St.
- District #1 - Fire Battalion Headquarters, Fire Station #2,
1340 Powell St.
Police Station, Central Station, 766 Vallejo.
Fire Stations, #13, 530 Sansome St.
#28, 1814 Stockton St.
#41, 1325 Leavenworth St.
Fire Pump Station, end of Van Ness Ave. on
Bay front.
Fire Dept. High Pressure Tank, 1239 Jones St.
'Jones Tank'
Public Works, Sewage Treatment Plant, 111 Bay.
Muni Ry Bus Yard, Stockton & North Point, 'Kirkland'
Health Center, #4, 1490 Mason St.

Wharf District

- Local Government

- Division #1, Headquarters, Fire Station #13, 530 Sansome St.
- District #1 - Fire Battalion Headquarters, Fire Station #2,
1340 Powell St.
Police Station, Central Station, 766 Vallejo.

3. Essential Facilities - Local Government cont'd.

- District #1 - Fire Stations, #13, 530 Sansome St.
#28, 1814 Stockton St.,
#41, 1325 Leavenworth St.
Fire Pump Station, end of Van Ness Ave. on
Bay front.
Fire Dept. High Pressure Tank, 1239 Jones St.
"Jones Tank"
Public Works, Sewage Treatment Plant, 111 Bay
Sewage Pump Station, Washington
and Drumm.
Muni Ry Bus Yard, Stockton & North Point, "Kirkland"
- District #3 - Fire Battalion Headquarters, Fire Station #8,
36 Bluxome St.
Police Station, Southern Station, 850 Bryant
Fire Stations, # 1, 416 Jessie St.
#35, Pier 22 1/2 Embarcadero
Fire Pump Station, 2nd and Townsend Sts.

Tenderloin District

- Local Government
- Division #1, Headquarters, Fire Station #13, 530 Sansome St.
- District #2, - Fire Battalion Headquarters, Fire Station #36,
109 Oak St.
Police Station, Northern Station, 841 Ellis St.
Fire Stations, # 6, 135 Sanchez St.
#29, 299 Vermont St.
Transit Station, BART/Muni Ry, 7th and Market

Other (Remainder of San Francisco)

- Local Government
- Division #2, Headquarters, Fire Station #5, 1301 Turk St.
- District #4, - Fire Battalion Headquarters, Fire Station #38,
2150 California.
Police Station, Northern Station, 841 Ellis.
Fire Stations, # 3, 1067 Post St.
#16, 2251 Greenwich St.
Hetch Hetchy Sub-station, 1825 Fillmore St.
N of Sutter.

3. Essential Facilities - Local Government cont'd.

- District #5 - Fire Battalion Headquarters, Fire Station #21,
2150 California
Police Station, Park Station, Stanyan & Waller
Mission Station, 1240 Valencia.
Fire Stations, # 5, 1301 Turk St.
#10, 655 Presidio Ave.
#12, 1145 Stanyan St.
Fire High Pressure Tank, 1234 Clayton, 'Ashbury'
Health Center, #1, 3850 - 17th St.
#2, 1301 Pierce St.
Hetch-Hetchy Sub-station, 823 Clayton, N of Carl
- District #7 - Fire Battalion Headquarters, Fire Station #31,
441 - 12th Ave.
Police Station, Richmond Station, 461 - 6th Ave.
Fire Stations, #14, 551 - 26th Ave.
#22, 1290 - 16th Ave.
#34, 499 - 41st Ave.
Hetch Hetchy Sub-station, 435 -8th Ave. S of Geary
- District #8 - Fire Battalion Headquarters, Fire Station #40,
2155 - 18th Ave.
Police Station, Taraval Station, 2345 - 24th Ave
Fire Stations, #18, 1933 - 32nd Ave.
#19, 390 Buckingham Way
#20, 285 Olympia Way
#23, 1345 - 45th Ave.
Hetch Hetchy Sub-stations, 2710 Judah, W of 32nd
1439 - 9th Ave. South
of Judah
3027 Taraval, West of
40th Ave.
Health Center, # 5, 1351 - 24th Ave.
- Division #3, Headquarters, Fire Station #7, 2300 Folsom St.
- District #6 - Fire Battalion Headquarters, Fire Station #11,
3880 - 26th St.
Police Station, Mission Station, 1240 Valencia
Ingleside Station, Balboa Park.
Fire Stations, # 7, 2300 Folsom St.
#24, 100 Hoffman.
#26, 80 Digby.
#32, 194 Park.
Hetch Hetchy Sub-stations, 425 Andover, S of Cortland
200 Lexington.

3. Essential Facilities - Local Government cont'd.

- District #9 - Fire Battalion Headquarters, Fire Station #15,
1000 Ocean Ave.
Police Station, Ingleside Station, Balboa Park
Fire Stations, #33, 8 Capitol Ave.
#39, 1091 Portola Drive.
#34, 720 Moscow
Hetch Hetchy Sub-stations 8 Byxbee
2200 San Jose Ave.
98 Russia.
- District #10, -Fire Battalion Headquarters, Fire Station #9,
2245 Jerrold Ave.
Police Station, Potrero, 2300 - 3rd St.
Fire Stations, #17, 1295 Shafter
#25, 3305 - 3rd St.
#37, 798 Wisconsin.
#42, 2430 San Bruno Ave.
#44, 1298 Girard.
Health Center, # 3, 1525 Silver
S.E. Ambulatory Center, 2401 Keith
Muni Ry, Woods Bus Yard, 22nd & Indiana Sts.
Ways & Structures, 24th & Utah Sts.

- Mass Care Facilities

Noted Mass Care Facilities (MCF's) are those previously identified for District or area disaster incidents. However, in event of conflagration, the designated MCF for a district might be within the endangered area.

- District # 1, Francisco Middle School, 2190 Powell at Francisco
- District # 2, Civic Auditorium/Brooks Hall, Grove and Larkin.
- District # 3, Moscone Convention Center, Howard & 4th Sts,
Potrero Middle School, 655 DeHaro at 18th St.
- District # 4, Marina Middle School, 3500 Fillmore.
- District # 5, University of San Francisco, Golden Gate Ave.,
East of Parker.
- District # 6, James Lick Middle School, 1220 Noe at 25th St.
- District # 7, George Washington High School, 32nd & Anza.

3. Essential Facilities - Mass Care Facilities cont'd.

- District # 8, Abraham Lincoln High School, 2162 - 24th Ave.

District # 9, J. Denman Middle School, 241 Oneida at Otsego.

District #10, Woodrow Wilson High School, 400 Mansel at Goettingen St.

Philip Burton Middle School, Conkling nr Thomas.

- Multi-purpose Staging Area (MSA)

Location(s) will be determined by the Chief of Department, SFFD, and in coordination with and through the Office of Emergency Services in event other City departments or private sector agencies are required in a response or support role.

- Forward Emergency Operating Center(s)

Activation and/or location will be coordinated and/or established by the Chief of Department, SFFD.

- Disaster Assistance Center(s) (DAC)

Need for activation will be recommended by the Director, Office of Emergency Services and as designated and authorized by the appropriate authority.

Exhibits - Maps:

- 1.- South Light Mfg. & Warehouse District.
- 2.- Northeast Light Mfg. & High-Rise District.
- 3.- Wharf District.
- 4.- North Minor Mercantile District/Chinatown.
- 5.- Tenderloin District.



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Attachment 2, page 11

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Appendix 1-5

TSUNAMI INUNDATION IN THE CITY AND COUNTY OF SAN FRANCISCO

1. General Situation

Tsunami is a phenomenon of a series of traveling ocean waves of extremely long length and period. In the deep ocean, their length from crest to crest may be a hundred miles or more and their height from trough to crest only a few feet. A Tsunami feels the bottom even in the deepest ocean and represents a movement of an entire vertical section of ocean water. In the deep ocean Tsunamis may reach speeds of 600 MPH. As the Tsunami enters the shoaling coastline waters, the velocity diminishes but the wave height increases.

Tsunamis can be generated by seismic or volcanic alterations of the ocean floor if a vertical displacement or movement is imparted to the water column. Long period earthquake waves of the ocean floor might also set up resonant oscillations of water columns.

The waves occur most often in the Pacific as the Pacific Ocean encircles a zone of extreme seismic activity known as the "Ring of Fire". This circum-pacific seismic belt trends along the major geologic faults, fractures and deep oceanic trenches. Every coastal settlement in the Pacific Ocean area is vulnerable to seismic sea-waves, regardless of distance from point of possible origin.

A Pacific Area Tsunami warning system operates from a headquarters in Honolulu, and provides alerts and warning to all Pacific nations and territories. Most people call them "Tidal Waves", a name as misleading as it has been persistent; the great waves are not related to the tides.

2. Special Situation

It is unlikely the San Andreas fault system, the boundary between the Pacific and North American plates would be the generator of a Tsunami because these plates move horizontally and do not generate vertical movement. However, Tsunami waves generated at great distance in the Pacific basin could impact San Francisco. The areas that might be directly affected by a Tsunami are relatively small. Because the advancing ocean wave would be restricted upon reaching the Golden Gate, damage to wave action in San Francisco Bay is not considered likely to be a major factor. Damage due to inundation should include the effect upon public safety

2. Special Situation - cont'd.

facilities and private sector development within the inundation areas.

The Tsunami warning system, with an action response plan, should minimize possible loss of life due to Tsunami inundation. Tsunami effects are not considered to pose a serious hazard to the structural integrity of the larger buildings within the inundation area.

General information, maps of potential inundation areas are included in Attachments to this Appendix. Proposed evacuation information and routes are included in Annex H to this plan.

3. Emergency Response Actions

Emergency response actions associated with the above situation are presented in Appendices A-1 through K-1 to the Annexes in Part Two of this plan.

Attachments:

1. Ocean Beach - Cliff House to County Line.
2. Bay Frontage - Golden Gate to County Line.

Attachment 1, Appendix 1-5

TSUMANI - OCEAN BEACH
CLIFF HOUSE TO COUNTY LINE
CITY AND COUNTY OF SAN FRANCISCO

1. General Information

A potential for property damage and inundation can result from a Tsunami wave coming ashore on San Francisco's Ocean Beach area - Richmond, Sunset/Parkside Districts, Golden Gate Park and San Francisco Zoo.

Approximately one to sixteen hours warning time, depending upon the point of origin for the Tsunami wave, would be available to alert the threatened population. Tsunami messages are received through the National Warning System (NAWAS) or through fire and law enforcement channels. A NAWAS radio is located at Central Fire Alarm Station (CFAS) and is monitored by the Department of Electricity staff.

Advisory bulletins are disseminated by the State when unusual circumstances make such actions necessary or prudent. The message alert provides the Tsunami estimated time of arrival (ETA) for the California coast. It is issued for the recipient's action or information, and does not indicate or direct any action to be taken by the local jurisdiction. Determination or such action remains the prerogative and responsibility of local officials.

2. Special Situation

Direct Tsunami threat comes essentially from the southerly and westerly directions. Cape Mendocino, Point Arena and Point Reyes shades or affords some protection from Tsunami waves coming from a northerly direction, though the threat should not be dismissed.

The combination of a relatively deep close-in water depth and lack of a long shallowing underwater land slope, to the beach, provides a situation which is not conducive to wave height build-up. The potential land side exposure area, to inundation, is therefore limited to a narrow zone paralleling Ocean Beach from the Cliff House area south to the County line.

The impact would be in Emergency Response Districts #7 and #8.

Alert and/or evacuation of individuals in the threat zone could pose a problem depending upon the time of day, and types of facilities that must be warned. Potential inundation area for this hazard is depicted in Exhibit 1.

4. Evacuation Routes

Evacuation routes and other pertinent information relating to the movement operations are included in Attachment H-3-A and Appendix H-3, Annex H MOVEMENT OPERATIONS.

4. Essential Facilities

Local Government:

- District #7 - Command Post, Fire Station #31, 441 - 12th Ave.
Police Station, Richmond Station, 461 - 6th Ave.
Fire Stations - #14, 551 - 26th Ave.
 #22, 1290 - 16th Ave.
 #34, 499 - 41st Ave.
Public Works, Sewage Treatment Plant Golden Gate Park
 South Drive.
- District #8 - Command Post, Fire Station #40, 2155 - 18th Ave.
Police Station, Taraval Station, 2349 - 24th Ave.
Fire Stations - #18, 1933 - 32nd Ave.
 #19, 390 Buckingham Way.
 #20, 285 Olympia Way.
 #23, 1348 - 45th Ave.
Health Center - # 5, 1351 - 24th Ave.

Mass Care Facilities

- District #7 - George Washington High School, 32nd Ave. & Anza
- District #8 - Abraham Lincoln High School, 2161 - 24th Ave.

Forward_Emergency_Operating_Center(s)

- Need for activation will be coordinated by Chief of Department, SF-FD, and, as might be required, in coordination with the Director, Office of Emergency Services.

Multi-purpose Staging Area(s)

- District #7 - Golden Gate Park, Polo Field.
- District #8 - Lowell High School, Eucalyptus Drive at Forestview.

4. Essential Facilities - cont'd.

Disaster Assistance Center(s)

- Need for activation will be recommended by the Office of Emergency Services and as designated and authorized by the appropriate authority.

Exhibit - Map:

- 1.- Potential Inundation Area - Cliff House to the County Line.

INUNDATION MAP
OCEAN BEACH

CLIFF HOUSE TO COUNTY LINE



Attachment 2, Appendix 1-5

TSUNAMI INUNDATION - BAY FRONTAGE
GOLDEN GATE TO COUNTY LINE
CITY AND COUNTY OF SAN FRANCISCO

1. General Information

A potential for property damage and inundation can result from a Tsunami wave impacting the San Francisco Bay waters. The inundation area developed for San Francisco was based upon a 20 foot rise in water level at the Golden Gate, which was considered conservative. However, the probability level of this type of Tsunami occurring is much less than the probability of a major earthquake occurring.

Approximately one to sixteen hours warning time, depending upon the point of origin for the Tsunami wave, would be available to alert the threatened population. Tsunami messages are received through the National Warning System (NAWAS) or through fire and/or law enforcement channels. A NAWAS radio is located at Central Fire Alarm Station (CFAS) and is monitored by the Department of Electricity staff.

Advisory bulletins are disseminated by the State when unusual circumstances make such action necessary or prudent. The message alert provides Tsunami estimate time of arrival (ETA) for the California coast. It is issued for the recipient's action or information, and does not indicate or direct any action to be taken by the local jurisdiction. Determination of such action remains the prerogative and responsibility of local officials.

2. Special Situation

Because the advancing ocean wave would be restricted upon reaching the Golden Gate, damage due to wave action is not considered likely to be a major factor. Damage due to inundation, however, could be severe.

The contour limits of inundation are reasonably well defined from the Palace of Fine Arts to Central Basin. However, the contour limits within the Presidio of San Francisco and from Central Basin south to the County Line are only approximate and a prudent safety cushion might well be considered.

Property damage and inundation would impact in Emergency Response Districts #1, #3, #4 and #10 as well as on the Presidio of San Francisco.

2. Special Situation - cont'd.

Alert and/or evacuation of individuals in the threat zone could pose a problem depending upon the time of day, and types of facilities that must be warned. The potential inundation area for this hazard is depicted in Exhibit 1.

3. Evacuation Routes

Evacuation routes and other pertinent information relating to movement operations are included in Attachment H-3-A and Appendix H-3, Annex H, **MOVEMENT OPERATIONS**.

4. Essential Facilities

Local Government

- District # 4 - Command Post, Fire Station #38, 2150 California St.
Police Station, Northern Station, 841 Ellis St.
Fire Stations - # 3, 1067 Post St.
 #16, 2251 Greenwich St.
Sewage Pump Stations, Lyon St. at edge of Bay.
 Marina Green bet. Steiner & Fillmore
- District # 1 - Command Post, Fire Station # 2, 1340 Powell St.
Police Station, Central Station, 766 Vallejo St.
Fire Stations, #13, 530 Sansome St.
 #28, 1814 Stockton St.
 #41, 1325 Leavenworth St.
Fire Pump Station, Van Ness Ave. at edge of Bay.
Sewage Treatment Plant, 111 Bay St.
Sewage Pump Station, Washington and Drumm Sts.
- District # 3 - Command Post, Fire Station # 8, 36 Bluxome St.
Police Station, Southern Station, 850 Bryant St.
Fire Stations, # 1, 416 Jessie St.
 #35, Pier 22 1/2 Embarcadero.
Fire Pump Station, 2nd and Townsend Sts.
- District #10 - Command Post, Fire Station # 9, 2245 Jerrold Ave.
Police Station, Potrero Station, 2300 - 3rd St.
Fire Stations, #17, 1295 Shafter
 #25, 3305 - 3rd St.
 #37, 798 Wisconsin
 #42, 2430 San Bruno Ave.
 #44, 1298 Girard
Health Center, # 3, 1525 Silver Ave.

4. Essential Facilities - Local Government - cont'd.

Mass Care Facilities:

- District # 4 - Marina Middle School, 3500 Fillmore St. at Bay St.
- District # 1 - Francisco Middle School, 2190 Powell St. at Francisco
- District # 3 - Moscone Convention Center, Howard at 4th St.,
Potrero Middle School, 655 DeHaro at 18th St.
- District #10 - Woodrow Wilson High School, 400 Mansell
Philip Burton Academic Middle School, Conkling & Silver

Forward Emergency Operating Center(s):

- Need for activation will be coordinated by Chief of Department, SF-FD, as might be required, in coordination with the Director, Office of Emergency Services.

Disaster Assistance Center(s):

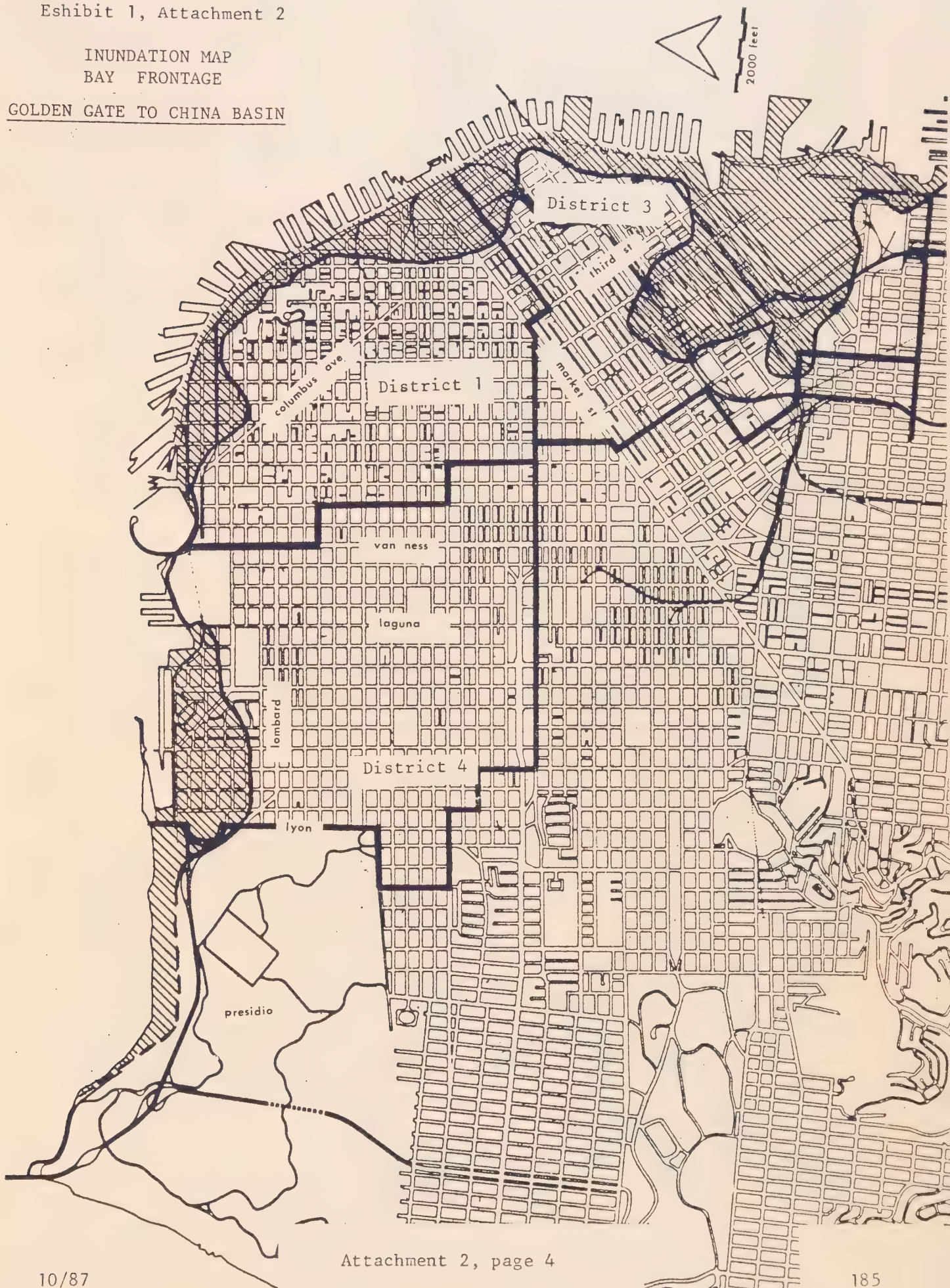
- Need for activation will be recommended by the Office of Emergency Services and as designated and authorized by the appropriate authority.

Exhibit - Maps:

- 1.- Potential Inundation Areas - Golden Gate to China Basin.
- 2.- Potential Inundation Areas - China Basin to County Line.

INUNDATION MAP
BAY FRONTAGE

GOLDEN GATE TO CHINA BASIN



INUNDATION MAP
BAY FRONTAGE

CHINA BASIN TO COUNTY LINE



Appendix 1-6

SEICHE INUNDATION IN THE CITY AND COUNTY OF SAN FRANCISCO

1. General Information

Seiche is a phenomenon caused by an oscillation of the surface of an enclosed (reservoir or tank) or reasonably enclosed body of water (bay). The oscillation can vary in period from minutes to hours, and might be induced into the bay waters by long period earthquake waves generated by motion along one of the major Bay Area faults - San Andreas, Calaveras or Hayward.

Seiche is generally created by movements of the earth that have a large vertical component. Although the major Bay Area faults are known for horizontal motion parallel to the surface trace of the fault, vertical movements may be possible, as shown by the considerable apparent vertical displacement on the Hayward Fault at the base of the Berkeley Hills.

In a report on the 1906 earthquake, the tide gauge at Fort Point near the Golden Gate showed an approximate 4 inch draw-down after the main shock of the earthquake. Several subsequent draw-downs of 1 to 2 inches had a recurrence of 40 to 50 minutes, which agreed with the east-west period of seiche oscillation of the bay. Because the 1906 earthquake, with approximate magnitude 8.3, did not cause a large seiche in the bay, major earthquakes of this type would not expect to cause destructive seiches. Although an earthquake with a moderate vertical movement, such as on the Hayward Fault, might occur, local records do not indicate a seiche from such an earthquake would exceed the maximum probable Tsunami run-up.

2. Special Situation

The maximum probable seiche in San Francisco Bay would cause an estimated 10 foot run-up in San Francisco. This estimate is based on a reasonably conservative evaluation of the S.F. Bay geometry and the possible seiche generating mechanism. Because the probable seiche generating mechanism is due to movements along the greater axis of the bay, the most probable "sloshing" would be in the east-west direction.

Water contained in the City reservoirs will be affected by seiche, or sloshing, during an earthquake, and some water could probably be thrown out of the reservoirs. This may cause minor damage but is not considered to be a serious hazard except in the case of tanks located above ground level. Inundation from reservoirs is covered in Appendix 1-3.

2. **Special Situation - cont'd.**

General information, maps of potential inundation areas, and proposed evacuation routes are included in Attachments to this Appendix.

3. **Emergency Response Actions**

Emergency response actions associated with the above situations are presented in Appendices A-1 through K-1 to the Annexes in Part Two of this plan.

Attachment:

Bay Frontage - Golden Gate to County Line

SEICHE INUNDATION - BAY FRONTAGE
GOLDEN GATE TO COUNTY LINE
CITY AND COUNTY OF DAN FRANCISCO

A potential for property damage and inundation can result from seiche action induced into the San Francisco Bay waters. With very little information concerning the phenomenon, the assumption has been made that the inundation area developed for Tsunami will also be the general areas impacted by seiche action. However, a more conservative posture has been taken concerning depth of penetration in the noted areas. The probability level of this type hazard is low but consideration must be given to the potential event.

The contour limits of inundation are reasonably defined, and property damage and inundation would impact in Emergency Response Districts #1, #3, #4 and #10. The potential inundation area for this hazard is depicted in Exhibit #1.

3. Evacuation Routes

4. Essential Facilities

- District # 4 - Command Post, Fire Station #38, 2150 California St.
Police Station, Northern Station, 841 Ellis St.
Fire Stations, # 3, 1067 Post St.
#16, 2251 Greenwich St.
Sewage Pump Stations, Lyon St. at edge of Bay.
Marina Green bet Steiner & Fillmore

4. Essential Facilities - Local Government cont'd.

- District # 1 - Command Post, Fire Station #2, 1340 Powell St.
Police Station, Central Station, 766 Vallejo St.
Fire Stations, #13, 530 Sansome St.
#28, 1814 Stockton St.
#41, 1325 Leavenworth St.
Fire Pump Station, Van Ness Ave. at edge of Bay.
Sewage Pump Station, Washington and Drumm Sts.
Sewage Treatment Plant, 111 Bay St.
- District # 3 - Command Post, Fire Station #8, 36 Bluxome St.
Police Station, Southern Station, 850 Bryant St.
Fire Stations, # 1, 416 Jessie St.
#35, Pier 22 1/2, Embarcadero
Fire Pump Station, 2nd and Townsend Sts.
- District #10 - Command Post, Fire Station #9, 2245 Jerrold Ave.
Police Station, Potrero Station, 2300 - 3rd St.
Fire Stations, #17, 1295 Shafter.
#25, 3305 - 3rd St.
#37, 798 Wisconsin
#42, 2430 San Bruno Ave.
#44, 1298 Girard

Mass Care Facilities:

- District # 4 - Marina Middle School, 3500 Fillmore at Bay St.
- District # 1 - Francisco Middle School, 2190 Powell St. at Francisco.
- District # 3 - Moscone Convention Center, Howard at 4th St.
Potrero Hill Middle School, 655 DeHaro at 18th St.
- District #10 - Woodrow Wilson High School, 400 Mansell
Philip Burton Academic Middle School, Conkling & Silver

Forward Emergency Operating Centers:

- Need for activation will be coordinated by Chief of Department, SFFD, and, as might be required, in coordination with the Director, Office of Emergency Services.

4. Essential Facilities - Local Government cont'd.

Multi-purpose Staging Area:

- District # 4, - Moscone Playground (Marina/Funston Complex) at Bay St
- District # 1, - Galileo High School, Van Ness at Bay St.
- District # 3, - Hall of Justice, Bryant St (bet. 6th & 7th Sts.)
- District #10, - S.F. City & County Corporation Yard, Jerrold & Quint
Candlestick Park, Jamestown & Harney Way.

Disaster Assistance Center(s):

- Need for activation will be recommended by the Office of Emergency Services and, as designated and authorized by appropriate authority.

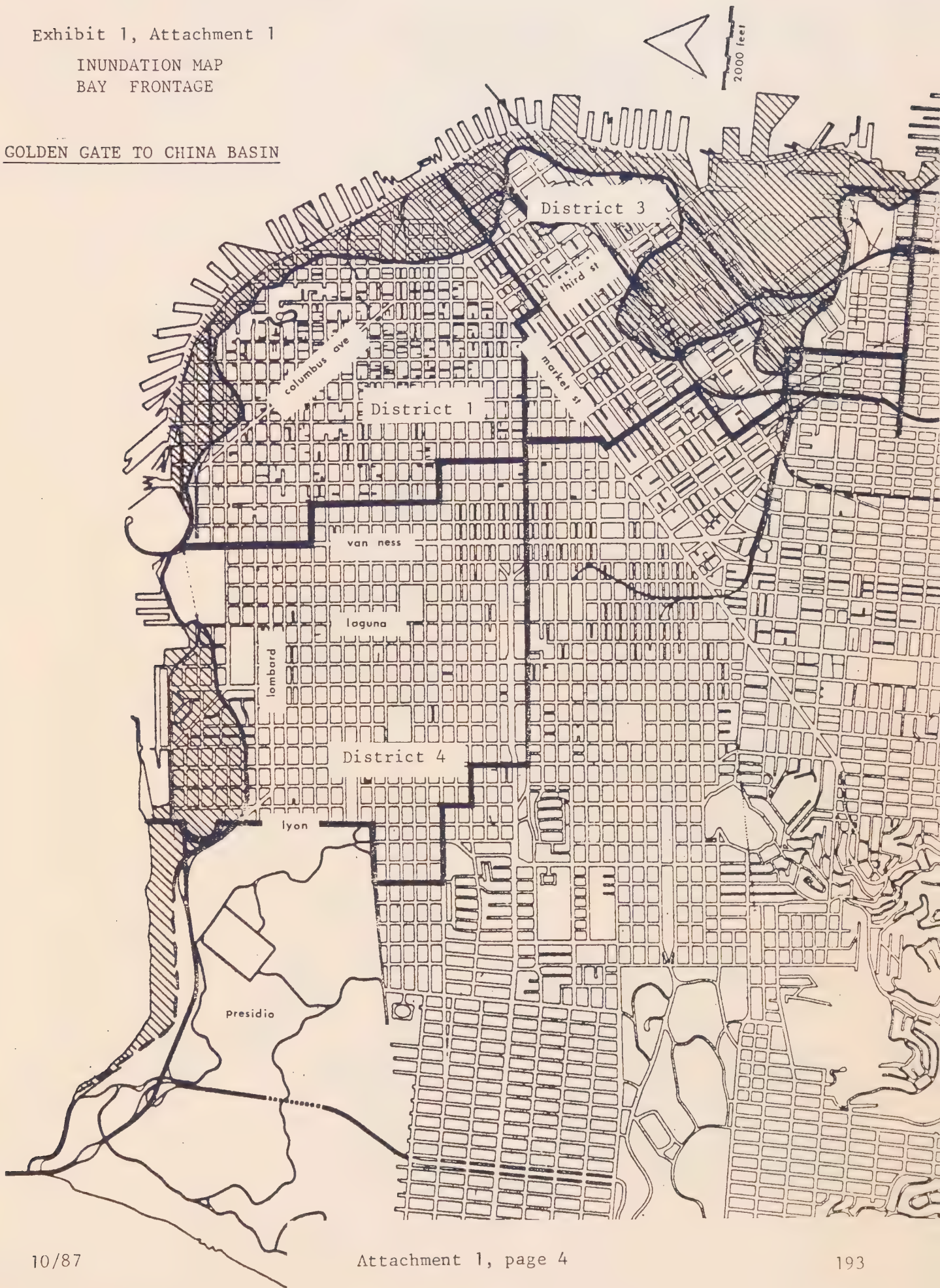
Exhibit - Map:

- 1.- Potential Inundation Area - Golden Gate to China Basin.
- 2.- Potential Inundation Area - China Basin to the County Line.

Exhibit 1, Attachment 1

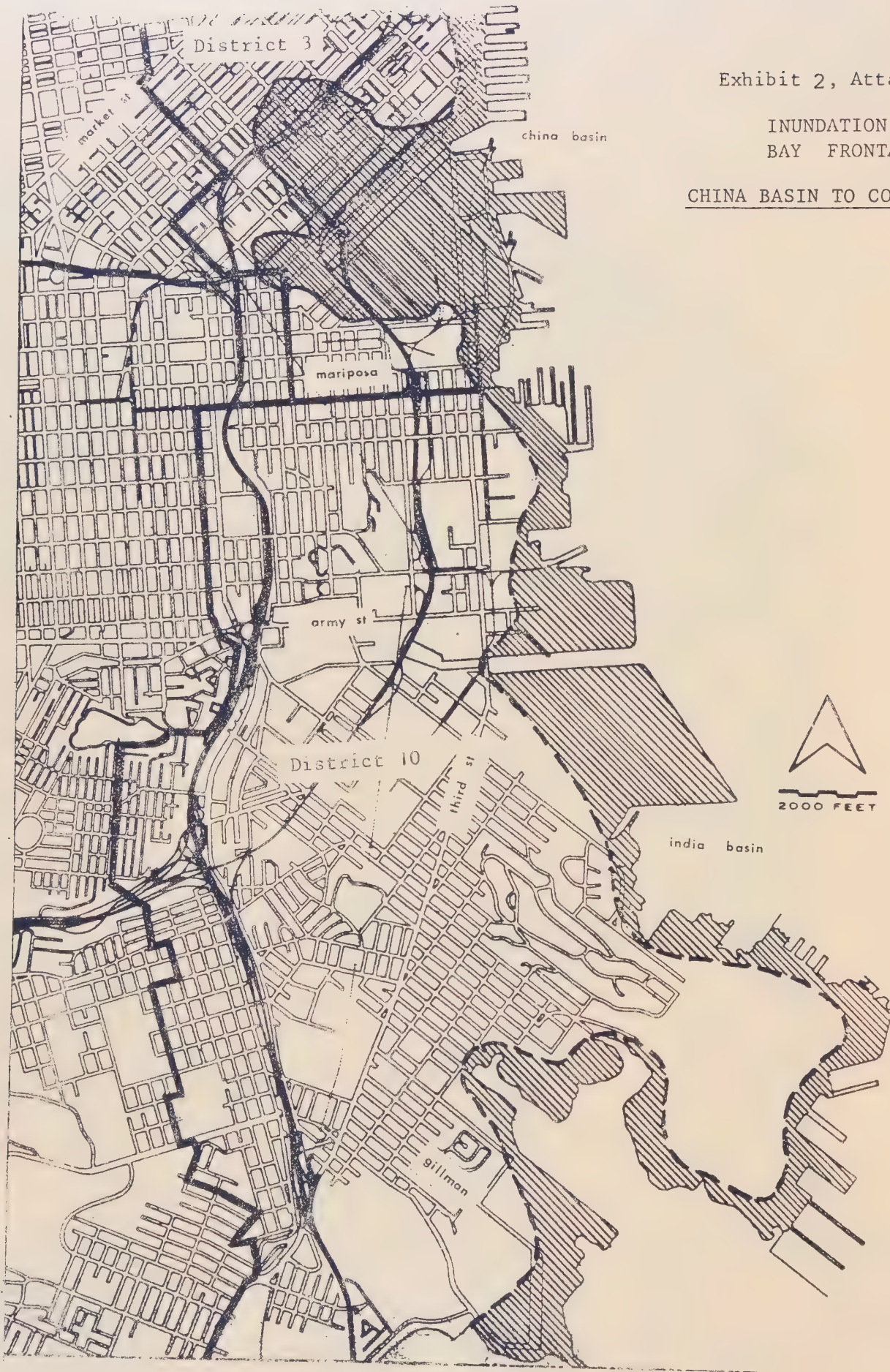
INUNDATION MAP
BAY FRONTAGE

GOLDEN GATE TO CHINA BASIN



INUNDATION MAP
BAY FRONTAGE

CHINA BASIN TO COUNTY LINE



Appendix 1-7

TRANSPORTATION ACCIDENT IN CITY AND COUNTY OF SAN FRANCISCO

1. General Situation

Emphasis is placed on situations NOT associated with natural disasters, such as an earthquake incident, but on disaster situations brought about through normal and/or daily operations. The purpose is to give emphasis on the vital departmental, agency or private sector responder(s) needs required immediately after an incident. Many agencies having responsibilities in secondary or support interest roles will have to develop appropriate amounts of corollary and compatible response activities through their own analysis.

The type incident focuses on transportation disasters concerning rail and associated commuter activity, and aircraft which will require mobilization of emergency response departments and coordination of interdepartmental operations. The emphasis associated with rail operations is directed to subway/tunnel disaster incidents.

Regardless, extensive search and rescue operations would be required to assist trapped and injured persons. Emergency medical care and temporary shelter would be required for injured or displaced persons. Identification, movement and temporary storage of many dead persons would pose difficult problems. Families would be separated, particularly if the incident should occur during working hours, and a personal inquiry or locator system would be essential. In some instances emergency operations could be hampered by the loss of communications and disruption of other essential services. Additionally, under certain circumstances, government effort would be required to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public services and providing continuing care and welfare for the affected population including, as required temporary housing for displaced persons, and psychological support to emergency response workers and elements of the affected population.

2. Special Situation

There are three major rail commuter systems within San Francisco, two of which operate in underground subways of considerable length with specifically located accesses. The third is essentially operated on a surface rightaway that passes through tunnels located within the City. Rail freight operations serving the port and industrial complexes are concentrated on the east side of San Francisco and have rail rightaways that do cross major and minor thoroughfares of the City. However, rail freight movement is

2. Special Situation - cont'd.

essentially a slow speed and controlled operation. No airports are located within the contiguous boundary of the City. However, there is overflight of the City by commercial, private and military aircraft. Urban air crash planning is considered necessary as a contingent to urban emergency response activities.

Prime concern is directed to a subway incident in either the Bay Area Rapid Transit (BART) or San Francisco Municipal Railway (MUNI Ry) tube systems. These systems are contiguous to each other (stacked) along a part of their respective routes.

The Muni Ry does have another tunnel - Sunset - in which tracks (inbound and outbound) parallel each other in the same bore. Access to the tunnel is through an east portal entrance at Duboce and Noe Streets and a west portal entrance in the vicinity of Carl and Belvedere Streets. This tunnel is located in Emergency Response District #5.

9. Emergency Response Actions

Emergency response actions associated with the above mentioned situations are presented in Appendices A-2 through K-1 to the Annexes in Part Two of this plan.

Attachments:

1. BART
2. MUNI Ry
3. CALTRANS
4. Air crash

Attachment 1, Appendix 1-7

BAY AREA RAPID TRANSIT (BART) SYSTEM
IN THE
CITY AND COUNTY OF SAN FRANCISCO

1. General Situation

The BART subway system operates through San Francisco in a twin tube bore beneath Market Street to approximately Van Ness Avenue where it turns toward and continues under Mission Street to Randell where it continues south generally following San Jose Avenue and emerges onto an elevated structure near Ottawa Street, and remains elevated southward to the county line.

Train movement is centrally controlled from BART Central Control in the BART Administrative Office located in Oakland. BART Central Control is the control center for all emergencies which affect mainline operations. Assistance will be requested from outside public agencies when emergencies occur that require special skills and/or equipment which are not available within BART or are in excess of BART's capability. Agencies that may be asked to respond include SFFD, SFPD, SF OES, Coroner, Emergency Medical Services, DPW, ARC and PG&E.

A BART On-Scene Coordinator shall be responsible for establishing a communications link with Central Control and the coordination of all BART emergency response effort at the scene.

The BART subway system in San Francisco passes through Emergency Response Districts (Fire Battalion) #1; #2; #3; #6 and #9.

2. Evacuation/Entry Points

As well as the normal train/car entry, into the subway system, along the track right-away from San Francisco and Oakland, there are eight BART stations in San Francisco. These locations are: Embarcadero, Main and Market Sts.; Montgomery, Montgomery/2nd and Market Sts.; Powell, Powell/5th and Market Sts.; Civic Center, 7th/8th and Market Sts.; 16th Street, 16th and Mission Sts.; 24th Street, 24th and Mission Sts.; Glen Park, Bosworth and Diamond Sts.; and Balboa Park, Geneva and San Jose Ave. Access onto the elevated section of the system, beyond the Balboa Park Station, would have to be from the adjacent ground level areas.

3. Essential Facilities

Emergency Response District #1

- Local Government

- Command Post - Fire Station #2, 1340 Powell St.
- Police Station - Central Station, 766 Vallejo St.
- Fire Stations - #13, 530 Sansome St.
#28, 1814 Stockton St.
#41, 1325 Leavenworth St.

Forward Emergency Operating Center

- The need for activation will be recommended by the on-scene Incident Commander in coordination with the Chief of Department, SFFD.

- BART

- Booths/offices of Station Agents in the Embarcadero and Montgomery Street Stations.

Emergency Response District #2

- Local Government

- Command Post - Fire Station #36, 109 Oak Street.
- Police Station - Northern Station, 841 Ellis Street.
- Fire Stations - # 6, 135 Sanchez Street.
#29, 299 Vermont Street.

Forward Emergency Operating Center

- The need for activation will be recommended by the on-scene Incident Commander in coordination with the Chief of Department, SFFD.

- BART

- Booths/offices of Station Agents in the Civic Center and 16th Street Stations.

3. Essential Facilities - cont'd.

Emergency Response District #3

- Local Government

- Command Post - Fire Station #8, 36 Bluxome Street.
- Police Station - Southern Station, 850 Bryant Street.
- Fire Stations - # 1, 416 Jessie Street,
#35, Pier 22 1/2 Embarcadero.

Forward Emergency Operating Center

- The need for activation will be recommended by the on-scene Incident Commander in coordination with the Chief of Department, SFFD.

- BART

- Booths/office of Station Agent in the Powell Street Station.

Emergency Response District #6

- Local Government

- Command Post - Fire Station #11, 3880 - 26th Street.
- Police Station - Mission Station, 1240 Valencia Street.
- Fire Stations - # 7, 2300 Folsom Street,
#24, 100 Hoffman Street,
#26, 80 Digby Street,
#32, 194 Park Street.

Forward Emergency Operating Center

- The need for activation will be recommended by the on-scene Incident Commander in coordination with the Chief of Department, SFFD.

- BART

- Booths/office of Station Agent in the 24th Street Station.

Emergency Response District #9

- Local Government

- Command Post - Fire Station #15, 1000 Ocean Ave. at Phelan Ave.

3. Essential Facilities Local Government - cont'd.

- Police Station - Ingleside Station, Balboa Park, San Jose Ave.
- Fire Stations - #33, 8 Capitol Avenue.
#39, 1091 Portola Blvd.
#43, 720 Moscow Street.

Forward Emergency Operating Center

- The need for activation will be recommended by the on-scene Incident Commander in coordination with the Chief of Department, SFFD.
- BART
 - Booths/office of Station Agents in the Glen Park and Balboa Park Stations.

Attachment 2, Appendix 1-7

MUNI RY METRO SYSTEM IN THE CITY AND COUNTY OF SAN FRANCISCO

1. General Information

This attachment is directed to an extraordinary transportation disaster incident that might occur in the system's subway/tunnel operation and which would require the potential involvement of many response and support agencies and multi-department coordination to abate the situation.

The Muni Ry Metro System operates beneath Market Street in a twin bore tube to Castro Street, and the Eureka Portal, where it becomes a single tube bore under Twin Peaks to an exit at West Portal and Ulloa Street. The subway has a branch which leads to a surface exit on Duboce Street. This branch onto Duboce proceeds west in a surface mode where it enters the Sunset Tunnel at Duboce and Noe Streets and exits at Carl Street in the vicinity of Belvedere.

Muni Metro car movement is centrally controlled from Muni Metro Central Control located on Lennox Way in the vicinity of the West Portal exit of the underground system. Metro Central Control is the control center for all emergencies which affect operations on the underground and tunnel segments of the Muni Ry system. Assistance will be requested from public agencies when emergencies occur that require special skills and/or equipment which are not available within the Muni Ry or are in excess of Muni's capability. Agencies that may be asked to respond include SF FD, SFPD, Emergency Medical Services, Coroner, DPW, ARC, PG&E, Hetch Hetchy Light Heat & Power and SF OES.

A Muni on-scene coordinator shall be responsible for establishing a communications link with Muni Central Control and the coordination of all Muni Ry emergency response effort at the scene.

The Muni subway/tunnel system in San Francisco commences, at the foot of Market Street, in Emergency Response District #1 (Embarcadero Station). The system passes through Response Districts #3; #2; #5 and #8. In those locations where the Muni Metro System jointly uses BART facilities, it will be incumbent upon Muni Metro Central Control to notify BART of emergency incidents.

2. Evacuation/Entry Access Points

As well as the normal train/car entry, into the subway system, along the

2. Evacuation/Entry Access Points - cont'd.

track right-away in San Francisco, there are nine station access points four of which are used jointly with the BART system. These station locations are: Embarcadero, Main and Market Sts.; Montgomery, Montgomery 2nd and Market Sts.; Powell, Powell/5th and Market Sts.; Church, Church 14th and Market Sts.; Castro, 17th and Market Sts.; Forest Hill, Dewey and Laguna Honda Blvd.; and West Portal, West Portal and Ulloa.

Access into the Sunset Tunnel would be through the portal entrance at Duboce and Noe Sts. and Tunnel Park at Carl St near Belvedere.

3. Essential Facilities

Emergency Response District #1

- Local Government

- Command Post - Fire Station #2, 1340 Powell St.
- Police Station - Central Station, 766 Vallejo St.
- Fire Stations - #13, 530 Sansome St.
#28, 1814 Stockton St.
#41, 1325 Leavenworth St.
- Muni Ry - Booths/office of Station Agent in the Embarcadero and Montgomery Street Stations.

Forward Emergency Operating Center

- The need for activation will be recommended by the on-scene Incident Commander in coordination with the Chief of Department, SFFD.
- BART
 - Booths/office of Station Agent in the Embarcadero and Montgomery Street Stations.

Emergency Response District #2

- Local Government

- Command Post - Fire Station #36, 109 Oak St.
- Police Station - Northern Station, 841 Ellis St.
- Fire Stations - # 6, 135 Sanchez St.
#29, 299 Vermont St.
- Muni Ry - Booth/office of Station Agents in the Civic Center, Van Ness and Church Stations.

3. Essential Facilities - Local Government cont'd.

Forward Emergency Operating Center

- The need for activation will be recommended by the on-scene Incident Commander in coordination with the Chief of Department, SFFD.
- BART
 - Booth/office of Station Agent in the Civic Center Station.

Emergency Response District #3

- Local Government
 - Command Post - Fire Station #8, 36 Bluxome St.
 - Police Station - Southern Station, 850 Bryant St.
 - Fire Stations - # 1, 416 Jessie St.
#35, Pier 22 1/2 Embarcadero
 - Muni Ry - Booth/office of Station Agent in the Powell St. Station.

Forward Emergency Operating Center

- The need for activation will be recommended by the on-scene Incident Commander in coordination with the Chief of Department, SFFD.
- BART
 - Booths/office of Station Agent in the Embarcadero and Montgomery Street Stations.

Emergency Response District #5

- Local Government
 - Command Post - Fire Station #21, 1443 Grove St.
 - Police Stations - Mission Station, 1240 Valencia St.
Park Station, Stanyan & Waller Sts.
 - Fire Stations - # 5, 1301 Turk St.
#10, 655 Presidio Ave.
#12, 1145 Stanyan St.
 - Muni Ry - Booth/office of Station Agent in the Castro St. Station.

Forward Emergency Operating Center

- The need for activation will be recommended by the on-scene Incident Commander in coordination with the Chief of Department, SFFD.

3. Essential Facilities - cont'd.

Emergency Response District #8

- Local Government

- Command Post - Fire Station #40, 2155 - 18th Ave.
- Police Station - Taraval Station, 2345 - 24th Ave.
- Fire Stations - #18, 1933 - 32nd Ave.
 #19, 390 Buckingham Way
 #20, 285 Olympia Way
- Muni Ry - Booths/offices of Station Agents in the Forest Hill and West Portal Stations.

Forward Emergency Operating Center

- The need for activation will be recommended by the on-scene Incident Commander in coordination with the Chief of Department, SFFD.

Attachment 3, Appendix 1-7

CALTRANS - COMMUTER TRAIN - SYSTEM
IN THE
CITY AND COUNTY OF SAN FRANCISCO

1. General Information

CALTRANS operates a rail commuter system into San Francisco on a right-of-way that enters from the south. It passes through the eastern part of the City, stopping at three stations enroute - Bayshore, Paul Avenue and 22nd Street - before dead heading at the commuter depot at Fourth & Townsend Streets. Except for a street level grade crossing at the intersection of 16th, Mississippi and 7th Streets, the rail line is restricted to a separated right-of-way.

The rail line goes through four tunnels as it passes along the right-of-way into the City. Upon entering the City at the San Francisco/San Mateo County line, the RR goes into a tunnel, approximately 3500 feet in length in the vicinity of Tunnel and Blanken Ave. (bet. Bayshore Blvd. and Third St.) [For the purpose of this scenario the tunnel is designated as tunnel #1].

The RR line enters another tunnel [designated tunnel #2], approximately 2400 feet in length, in the vicinity of Williams Avenue and Diana Street (bet. Phelps and Third Sts.) and comes out at Oakdale Avenue and Dunshee Street (bet. Third St. and the Highway 280 extension).

The line then enters another tunnel [designated tunnel #3], approximately 1100 feet in length, in the vicinity of Pennsylvania and 25th Streets and comes out at Pennsylvania and 23rd Streets.

The last tunnel [designated tunnel #4], approximately 2000 feet in length is entered in the vicinity of 22nd and Iowa Streets and exits in the vicinity of Mariposa and Pennsylvania Streets.

The RR line crosses four City streets on overpass structures: 1) Jerrold Avenue (bet. Phelps and Quint Sts.); 2) Napoleon (bet. Selby and Toland Sts.); 3) Evans Avenue (bet. Selby and Toland Sts.); and Army Street (bet. Pennsylvania and Mississippi Sts.)

The CALTRANS rail commuter system passes through Emergency Response Districts #3 and #10 as it comes into San Francisco.

2. Evacuation/Entry Access Points

No emergency entrances exist into the tunnels and therefore emergency access into the tunnels will be through the normal tunnel entrances along the rail right-of-way. Cognizance must be made of the fact that the rail right-of-way and tunnel entrances are generally at a lower grade level than the adjacent streets. Identification and access points on the right-of-way property will have to be coordinated with CALTRANS, operators of the rail system.

3. Essential Facilities

Local Government

- Emergency Response District #3

- Command Post - Fire Station #8, 36 Bluxome St.
- Police Station - Southern Station, 850 Bryant St.
- Fire Stations - # 1, 416 Jessie St.
 #35, Pier 22 1/2 Embarcadero
 #29, 299 Vermont St. (though in District #2)

- Emergency Response District #10

- Command Post - Fire Station #10, 2245 Jerrold Ave.
- Police Station - Potrero Station, 2300 - 3rd St
- Fire Stations - #17, 1295 Shafter St.
 #25, 3305 - 3rd St.
 #37, 798 Wisconsin St.
 #42, 2430 San Bruno Ave.

Forward Emergency Operating Center

- The need for activation will be recommended by the on-scene Incident Commander in coordination with the Chief of Department, SFFD.

Attachment 4, Appendix 1-7

AIR CRASH IN THE CITY AND COUNTY OF SAN FRANCISCO

1. General Information

No airport facility lies within the contiguous boundary of the City & County of San Francisco. Though there is no regular and/or normal low level commercial flight path over San Francisco, commercial aircraft due overfly the City at considerable altitude. Small private and military aircraft do periodically overfly the City.

Because of distance from the San Francisco International Airport (SFO), there will probably be no response by airport emergency equipment; however, the decision for possible response will be the responsibility of Airport Fire Chief in coordination with Airport Operations personnel. In any event, upon confirmation of an air crash within the City, appropriate notification of Airport Operations, SFO must be accomplished.

The Chief of Department, SFFD, is assigned to be in charge of mitigation activities in event of an air crash incident. A security perimeter must be initiated around the crash site area and disaster control zones established, as soon as possible, by the on-scene Incident Commander. The Office of Emergency Services' Communication Van will be made available for an on-scene communications center as it contains all the major radio communications systems necessary to interface with City and other support agencies that would probably be required during the emergency.

Though an air crash into the urban environment is always a possibility, the probability risk factor would appear low. Nevertheless, City Departments and Agencies must be prepared for the possible event. In this sense, administrative and operational methodologies must include provisions addressing policies for assembly areas and control of ambulances; control and assignment of medical personnel arriving on-scene; responsibility for triage and operational control and siting requirements; requirements for a possible temporary morgue; determination of policy regarding the briefing of the media; policy for access of media into the crash site; contact of clergy and their participation at the crash site.

The above is not a complete list of considerations but should be taken as "triggers" for additional considerations for development of respective departmental and agency planning.

For planning purpose, flexibility must be the keynote as a focus on any specific target areas of the City would be most difficult to develop. Therefore, development of response policies and departmental interaction concepts and activities must be the focus to this type disaster.

1. General Situation

The purpose, therefore, of this Appendix is to give emphasis to department/agency or private sector responder needs required during or after an incident. Many agencies having responsibility in supporting roles will have to develop appropriate levels of corollary and compatible response activities through their own analysis.

2. Special Situation

It is recognized that San Francisco has a mix of various groups with diverse backgrounds, outlooks, interests and objectives - both individual and group. The City's leadership must be sensitive, as well as alert, to attitudes and changes of attitude that occur on a continuing basis. Inherent to this sensitivity is the need for the development of various sources of information that could provide indicators of potential disruptive activity.

In the event of periods of unrest, certain facilities, installations or service centers of both the public and private sectors must be identified as critical areas which could be likely targets for attack by individuals or groups, either by fire, bombing, sabotage, looting or a combination of these acts. The identification procedure should follow that which is used for natural disaster. Major routes of travel and/or public transportation routes must be identified. Routes for service vehicles or evacuation, and locations for potential command centers throughout the City necessary to direct personnel in coordinating emergency support and services should be identified. Potential trouble spots within the City must also be forecast.

These types of areas should have prior identification which would allow for expeditious reaction in event of disruption. Additionally, the locations, thus identified, should be classified as to type of problem that may result from various influences and what must be done to assure maximum safety. Coordination of City departments and agencies, and private sector agencies is inherent to the prior planning activity.

Since the impact of civil unrest could occur anywhere in the City, plans and/or concepts must be developed on a generalized basis that would have adaptability throughout the City. Concepts for the alert and/or evacuation of individuals within a threatened zone must be developed. Determination of the type response action and direction remains the responsibility of local officials - elected and appointed.

2. Special Situation - cont'd.

Recovery, following a disturbance, will not be instantaneous. The restoration will require a continued effort by all involved departments and agencies and possibly elements of the private sector. Community interaction will include restoration of the area to its former condition by terminating emergency regulations and restrictions, removal of barricades, clean-up of debris, and the restoration of services, utilities, transportation routes, and traffic movement and patterns.

3. Evacuation Routes

Evacuation routes and/or other pertinent information relating to movement operations are included in Attachment H-3-A and Appendix H-3, Annex H, **MOVEMENT OPERATIONS.**

Appendix 1-9

WAR CONTINGENCY FOR THE CITY AND COUNTY OF SAN FRANCISCO

1. General Situation

The calculated initiation of nuclear war by a nuclear power is unlikely. Nevertheless, nuclear war could occur through accident, miscalculation, an irrational act or the unplanned escalation of a limited war.

A nuclear war would probably be preceded by a period of heightened international tension. It is impossible to foresee all the effects of nuclear attack on the San Francisco Bay Area; however, the City of San Francisco could well be subject to fallout radiation, as well as to fires or blast effects. In the event of a war emergency, the resources and manpower available within the City & County Government will be insufficient to meet emergency demands. The City and County Emergency Organization will furnish a cadre or nucleus around which others can be mobilized during a period of crises or during the actual emergency. Federal, state and City Government employees who reside or work in San Francisco could well be made available for assignment to the San Francisco Emergency Organization unless assigned elsewhere by their parent organization.

The area affected by direct nuclear effects (blast and fire), as well as fallout, would be larger than the size of San Francisco. Should the City suffer any nuclear weapons effects in an attack, it is likely other localities in the Bay Area will also be affected. Therefore, San Francisco, in the near term, must plan to deal with the emergency without reliance on outside aid. Indeed, neighboring areas may be more severely affected than the City and may need help. In any event, the consequences of a nuclear attack would result in an overwhelming number of casualties with severe and extensive property damage. The event would be catastrophic in its effect on the population and general environment. The demand for medical support, evacuation, rescue and disaster relief would be required from the state and federal governments for an extended period of time.

2. Special Situation

The San Francisco Bay Area has been designated as a "High Risk Area", by the Federal Emergency Management Agency (FEMA). This designation is contingent upon the fact that the Bay Area is a home port for combat and support type warships, center for shipping and repair, as well as the South Bay Area being a center for high-tech computer industries.

2. Special Situation - cont'd.

The area is one of the main centers for supplies, repair and off-shore surveillance. Hundreds of military and logistical support type civilians are employed in activities ranging from analysis of foreign radio transmissions to transporting and maintaining and guarding munitions. Seven naval installations are located in the area; Treasure Island; Alameda Naval Air Station; Hunters Point Shipyard; Oakland Naval Supply Center; Moffet Field Naval Air Station; Mare Island Naval Shipyard and Concord Naval Weapons Station. Additionally, major Army installations are located at the Oakland Army Base and the Presidio of San Francisco.

For the reasons mentioned, the activation of emergency war planning, for the City & County of San Francisco, would be during the period of heightened international tension, and increased readiness actions would be taken by the City, as advised by higher government authority. These actions could significantly improve the sheltering capability, reduce fire vulnerability, augment and improve the readiness of organized forces, and upgrade the self-help capabilities of the citizenry of San Francisco. If little or no warning is possible, the war emergency planning effort would be activated automatically but the effectiveness of emergency operations would be limited.

The Mayor, by authority set forth in the San Francisco Administrative Code, is Commander of the Emergency Services Organization. In response to a war emergency and/or attack and subsequent activation of emergency response action, the Mayor, will exercise command of the City forces and overall direction and control of emergency operations throughout the City. In order to plan and coordinate emergency operations, departments of City government, augmented by the private sector, will be organized into Staff Sections, Primary Response Services and Support Services. The head of each Section/Service will be responsible to the Mayor for directing and coordinating the emergency actions of City departments and other organizational components of his or her Section/Service.

The Fire Battalion Chief in each emergency response district who is on duty at the time emergency response is activated shall assume the function of District Chief - the primary emergency services representative in the district. The functions of the District Chief will rotate among the three Battalion Fire Chiefs assigned to each district.

2. Special Situation - cont'd.

Staff Sections of the San Francisco Emergency Services Organization are:

- | | |
|--|--------------------------------|
| o Operational Control Section | - Mayor |
| o Operational Information Section | - Director, City Planning |
| o Radiological Defense Section | - OES Emergency Planning Coord |
| o Emergency Public Information Section | - Mayor's Dir. of Information |

Primary Response Services are:

- | | |
|---|-------------------------------|
| o Fire and Rescue Service | - Chief, SFFD |
| o Law Enforcement & Traffic Control Service | - Chief, SFPD |
| o Medical and Health Service | - Director, Public Health |
| o Welfare/Shelter Service | - Gen. Mgr., DSS |
| o Utilities Service | - Gen. Mgr., Public Utilities |
| o Engineering Service | - Director, DPW |

Support Services are:

- | | |
|--------------------------------|--------------------------------|
| o Communications & Warning | - Gen. Mgr., Dept/Electricity |
| o Fiscal Control Service | - Controller |
| o Supply & Procurement Service | - Purchaser of Supplies |
| o Transportation Service | - Gen. Mgr., Municipal Railway |
| o Manpower Service | - Gen. Mgr., Personnel |

3. Emergency Response Actions

Emergency response actions associated with the above situations are presented in appendices A-1 through K-1 to the annexes in Part Two of this plan.

PEACETIME NUCLEAR/TECHNOLOGICAL INCIDENT
IN THE
CITY AND COUNTY OF SAN FRANCISCO

1. General Situation

An accident resulting from the use of radioactive elements in the San Francisco Bay Area Region, as well as in other parts of the state and world, could very well cause impacts which the San Francisco Emergency Services Organization would be required to respond. Nuclear medicine facilities for example, uses small quantities, but protective planning and measures must be developed to ensure the community is protected in event of mishap. Shipboard nuclear power systems are yet another source of potential concern; therefore, communities adjacent to navigable waters must be prepared for response to accidents - active and passive. Though a nuclear power plant is not sited in close proximity to the Bay Area, weather patterns and winds in the upper troposphere, where "jet stream" winds of up to 200 miles per hour often exist, could cause radioactive particles to be distributed - by fallout - in the area if a power plant accident did occur.

In addition to these obvious peaceful and productive uses, covert use could be made of radioactive nuclear elements. In the intervening years since the introduction of nuclear power into the world scene, many nations have pursued, in most instances, unilateral development programs. As a result, a situation has been created where oversight of production, distribution, use and control is essentially lax or non-existent. These circumstances create the potential whereby factions could acquire materials that could lead to covert and dangerous use affecting industry, commerce, cities or regions. The mandate of government is to provide the leadership and planning necessary to identify, plan and prepare the response to potential disaster situations.

2. Special Situation

San Francisco is unique in having a concentration of hospitals (19) in a relatively small geographical area. Among these hospitals are world recognized research and treatment facilities which use radioactive elements to enhance its research and treatment programs. The locations of the hospitals require the transport of these elements through densely populated neighborhoods and heavily trafficked thoroughfares. Though the transport methods and protective measures used are of the highest order, the potential still exists for accidental exposure along routes to the medical/research facilities. In addition to these type facilities, some industrial and metal fabricating companies require small quantities of radioactive elements for their processes.

2. Special Situation - cont'd.

Cognizance must also be taken of the fact that nuclear equipped ships are or will be berthed in the San Francisco area. Therefore, a potential also exists for accidents associated with the military and train or truck accidents involving military weapons. These type of accidents, as made known to the City, are to be reported immediately to the State Office of Emergency Services (OES), Sacramento. State OES will initiate appropriate coordinating action and relay subsequent information to the City. Clean-up of radioactive material will be a joint federal, state and City effort. The State Department of Health Services, Radiological Health Branch (RHB) is responsible for identifying and containing contamination. RHB will determine when clean-up is complete and the area is safe to re-enter.

An accident in which there is no release of fissionable material is code worded "Bent Arrow", and one involving release is code worded "Broken Arrow".

If, during a "Broken Arrow" incident, there is a fire, the radioactive materials may have been carried great distances in the smoke plume. In this case, RHB is responsible for making sure the radioactive materials do not enter the food chain.

Food chain contamination is the greatest radiological hazard. This is because the radioactive isotopes found in weapons emit primarily Alpha particles and have only limited emissions of Gamma and Beta radiation. Alpha particles are not a significant hazard unless the Alpha emitter gets into the body. Once inside, it can do significant damage. For this reason, the state (primarily RHB and OES) will work closely with the City & County of San Francisco to identify and remove the radioactive contamination from the environment.

3. Emergency Response Actions

Emergency response actions associated with the above situations are presented in Appendices A-1 through K-1 to the Annexes in Part Two of this plan.

EARTHQUAKE PREDICATION/ADVISORY
FOR THE
CITY AND COUNTY OF SAN FRANCISCO

1. General Situation

The science of earthquake prediction is still in its infancy, but over the past twenty-five years, the science of earthquake prediction has been steadily emerging. Reputable scientists have and will continue to make forecasts or predictions of future earthquake events. Long-term predictions have now been made in several regions worldwide in which there is a good understanding of tectonic plate motions and earthquake recurrence intervals. Also, the technology for monitoring changes in natural phenomena that might lead to short-term earthquake predictions is rapidly being developed. These predictions could come from the academic setting, private research centers, or from government agencies such as the California Division of Mines and Geology (CDMG) or the United States Geological Survey (USGS).

The prediction/advisory could be announced through the State Office of Emergency Services, the Governors Office, the press, or through a leak of information or speculation on the part of journalists or others. In any case, a scientific prediction (a prediction/advisory made by a reputable, recognized scientific authority with qualifications in the earth sciences) is likely to undergo in-house peer review before any announcement is made. In 1974, an advisory group on earthquake prediction for the State was formed. In 1976, this group became formally known as the California Earthquake Prediction Evaluation Council (CEPEC). This Council acts as an advisory body to the Director of OES on the validity of earthquake predictions. Additionally, there exists a similar organization at the national level called NEPEC. However, a formal prediction is most likely to be publicly discussed and debated by other authorities.

The classic form of an earthquake prediction/advisory will include a location element (the center of the area expected to be hit), a time element (when the quake is expected to occur and the "time window" that brackets the predicted date), a magnitude element (the likely size of the earthquake, usually in Richter magnitude and expressed as a range), and a probability or confidence factor. The specificity with which any or all of these elements are forecast will depend upon a number of variables including the strength and number of anomalies on which the prediction/advisory is based, and the confidence of the scientist in his data and prediction methodology.

Considerable scientific effort has been applied in recent years toward a more thorough understanding of regional earthquake history. A "Seismic Gap" theory has been developed that suggests that certain parts of faults on which strain has not been released, for some time, are more likely, than other parts of the same fault, to sustain an earthquake. Gaps on the San Andreas are now

most obvious in Southern California (the last earthquake in the region was in 1857). In the San Francisco Bay Area, the Hayward Fault has not had a significant earthquake since the great quake of 1868.

Small earthquakes frequently occur in increasing numbers before great earthquakes, and this is another way in which government may become aware of the increased possibility of an earthquake occurrence.

Non-scientists, or scientists from specialty areas other than seismology or earth science, also venture to make predictions. Non-scientific predictions are much less likely to be expressed in precise terms with clearly described parameters. They are also likely to draw more sensational press coverage and active public interest.

2. Special Situation

No known earthquake predictions have been issued for the San Francisco Bay Area, but there have been several episodes in the United States which indicate some of the ways a prediction might occur.

In 1976, geodetic studies conducted by the US Geological Survey in the Palmdale area (northeast of Los Angeles) showed crustal deformation; the USGS named the phenomenon "the Palmdale Bulge" (later changed to the "Southern California Uplift") and announced that such anomalies in the past had been associated with earthquakes and that increased geophysical research was warranted in the area. The announcement stimulated a great deal of scientific and popular interest.

On April 5, 1985, the US Geological Survey issued an earthquake prediction for the San Andreas Fault near the town of Parkfield in central California. The earthquake is predicted to be of a magnitude between 5.5 and 6.0, near Parkfield in Monterey County, near the San Luis Obispo County Line, and is expected to occur between 1985 and 1993. The prediction has been reviewed and accepted by the California Earthquake Prediction Evaluation Council (CEPEC) and the National Earthquake Prediction Evaluation Council (NEPEC). No probability level was assigned in the USGS news release. The prediction is being used primarily by the scientific community to increase instrumentation in the area of the predicted event.

Another type of scientific forecast was made by the USGS on June 21, 1985. In what was officially described as an "advisory", USGS warned the State Office of Emergency Services that a swarm of small earthquakes along the Rose Canyon Fault between June 17 and June 21 had a 5% probability of being precursors to a magnitude 5 or greater earthquake in the San Diego area within 5 days of the swarm. The information was passed to the San Diego Office of Disaster Preparedness and from there to the media and public. It is interesting to note the earthquake did occur, no damage was registered in the area.

3. Emergency Response Actions

Predictions/advisories offer unique opportunities to reduce vulnerabilities and increase readiness and capability before an earthquake. The extent to which this advance notice is used adaptively will vary with the time available before the predicted/advised event, predicted magnitude or severity, and the probability of the event occurring.

Three earthquake prediction readiness conditions have been established with Condition Three representing the highest level of readiness that would be implemented in a prediction situation. Information on the prediction will be disseminated in the form of an Earthquake Prediction Advisory. When notified of a short-term earthquake prediction, the City will have the responsibility to bring its resources to an appropriate readiness state.

It is entirely possible that the City may informally hear about an earthquake prediction for the area before they receive official notification from State OES. The City must be prepared to take appropriate actions either as they see the local requirements, or to act upon official state recommendations.

Emergency response actions associated with the above situations are presented in Appendices A-1 through K-1 to the Annexes in Part Two of this plan.

Part Two

ANNEXES

This part of the Emergency Plan includes the following functional Annexes which describe the emergency response organization. Each Annex is supported by Appendices that provide Emergency Action Checklists for hazard-specific responses.

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E	Public Health Operations.	
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	Transportation.	
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EMERGENCY PLAN - ANNEX A

MANAGING EMERGENCY OPERATIONS

San Francisco Office of Emergency Services

Annex A
MANAGING EMERGENCY OPERATIONS
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Annex A

MANAGING EMERGENCY OPERATIONS

A.1 Introduction

This annex establishes policies and procedures and assigns responsibilities to ensure the effective management of emergency operations during peacetime and nuclear defense emergency situations. It provides information on the dissemination of emergency public information, emergency communications, alerting and warning procedures, and damage assessment and reporting. The annex describes the organizational and operational concepts for managing emergency operations.

To ensure that emergency operations are conducted in a timely, effective, and effective manner, this annex is supported by a series of hazard-specific responses to different types of emergencies.

A.2 Objectives

The overall objective in managing emergency operations is to ensure the effective management of emergency forces involved in preparing for and responding to situations associated with natural disasters, technological incidents or nuclear defense emergencies. Specifically, this will include:

- o Overall management and coordination of emergency operations to include, as required, on-scene incident management.
- o Coordinating or maintaining liaison with appropriate federal, state and city government departments/agencies and applicable segments of the private sector.
- o Requesting and allocating resources and other support.
- o Establishing priorities, and adjudicating any conflicting demands for support.
- o Coordinating interjurisdictional mutual aid.
- o Activating and using communications systems.
- o Preparing and disseminating Emergency Public Information.
- o Disseminating warnings.
- o Managing the movement and reception and care of persons in event an evacuation is ordered.
- o Collecting, evaluating, and disseminating damage information and other essential data.

A.3 Concept of Operations

A.3.1 Peacetime Emergencies

City & County of San Francisco emergency operations will be managed in one of three modes, depending on the magnitude of the emergency.

Decentralized Coordination and Direction

This management mode is similar to day-to-day operations and would be used for those Emergency situations for Level I response, in which normal management procedures and City resources are adequate. The City public safety and emergency organization (Service Chiefs)/function coordinators provide necessary support, as established by appropriate agreements and ordinances. The City Emergency Coordination Center (ECC) is not activated, and inter-departmental/agency coordination is accomplished via established telephone and radio communications systems and procedures at the incident and department/agency dispatch facilities.

As desired and established, incident management systems can be used for on-scene management activities. These systems usually report through established 24 hour dispatch facilities.

Centralized Coordination - Decentralized Direction

This mode of operation is used for Level II response to emergencies which involve several departments/agencies from the City & County of San Francisco, and/or agencies from more than one jurisdiction which would require close coordination. In these situations, key management level personnel from the principal involved departments/agencies will collocate in a central location to provide coordination for the emergency. Their activities can include, but are not necessarily limited to:

- o Establishing a city-wide situation assessment function.
- o Establishing a city-wide public information function.
- o Determining resource requirements for the affected area and coordinating resource requests.
- o Establishing and coordinating the logistical systems necessary to support multi-incident management.
- o Establishing priorities for resource allocation.

Note that these functions are supplementary to those which may be performed by a single department/agency.

A.3.1 Peacetime Emergencies - cont'd.

Established Incident Command Systems (ICSs) will continue to report through established 24 hour dispatch facilities. Information will be provided to the ECC (or other Coordination Center) by department/agency dispatch facilities and/or liaison personnel.

Centralized Coordination and Direction

This mode of operation will be utilized following a Level III (major) disaster which would render it impossible for the City to effectively function in either of the other modes. In this situation, the City ECC will be activated and coordination and direction activities will be accomplished from this location. Incident Emergency Management Systems (to the extent practicable) will report to and receive direction from the City ECC. The chart on the following page depicts the state-wide emergency management structure in response to a major disaster in San Francisco.

A.3.2 Nuclear Defense Emergencies

Operations during nuclear defense emergencies include actions relating to increased readiness, crisis relocation, and nuclear attack (with or without warning). The Statewide Emergency Management System will be fully activated and centralized coordination and direction of emergency operations will be established. The Operational Area (City & County of San Francisco) ECC will be activated and staffed by the designated Emergency Management Staff members.

A.3.3 General

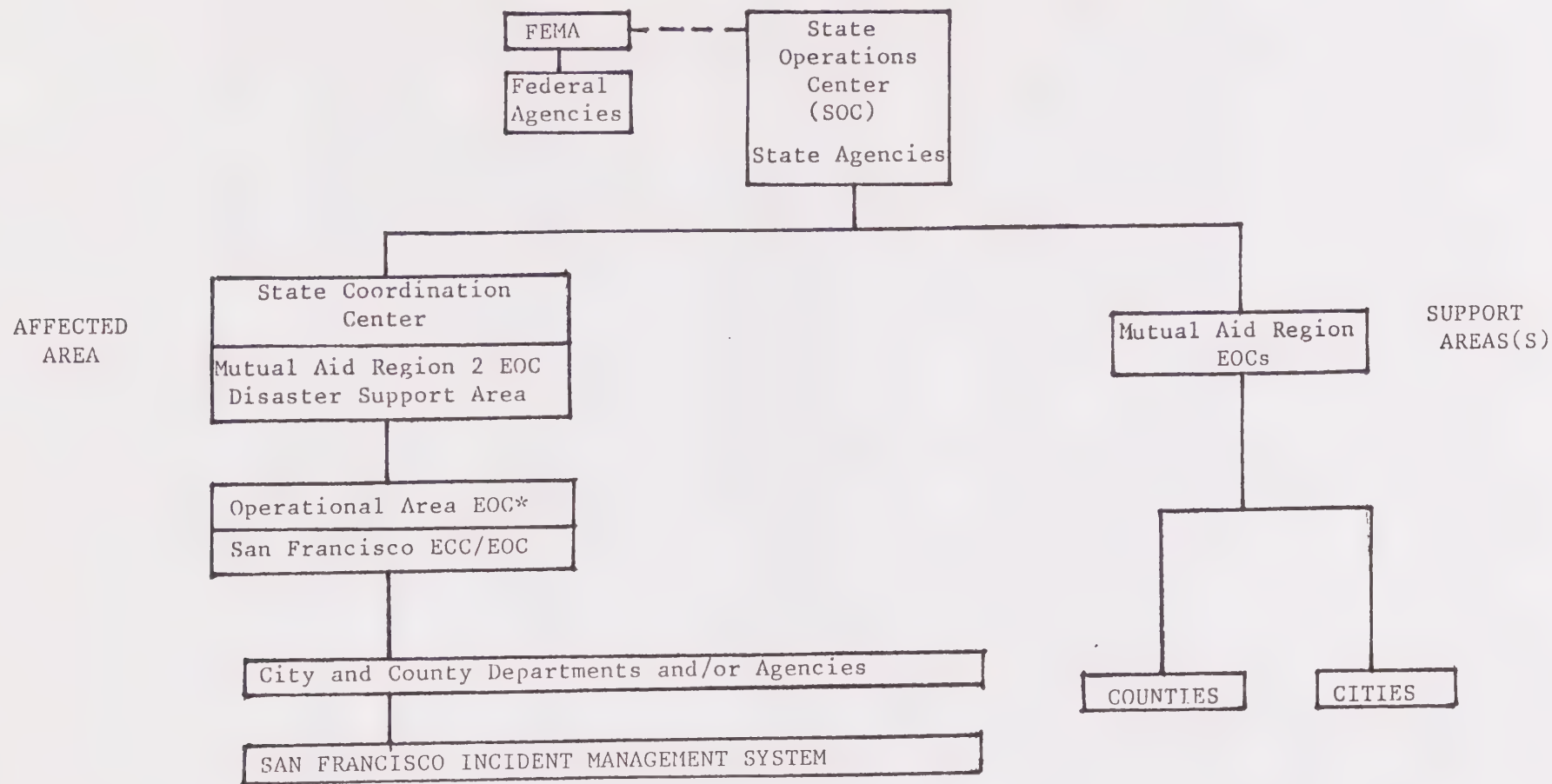
Emergency management will generally be conducted during three periods as described below. Detailed emergency actions for responding to peacetime and nuclear defense emergencies are provided within **Appendix A, Hazard-Specific Responses**.

A.3.3.1 Pre-Emergency Period

The Emergency Management Organization will maintain emergency communications systems, warning systems, and the ECC in operable condition. Plans, procedures and resource data will be kept up-to-date.

If an emergency situation is likely, the Emergency Management Organization will take necessary actions to increase readiness.

STATEWIDE EMERGENCY MANAGEMENT FOR MAJOR DISASTERS (LEVEL III)



* Mandatory during a State of War Emergency; optional during a State of Emergency

Note: Volunteer agencies and private organizations will be represented at all levels.

A.3.3.2 Emergency Period

If a threatening situation develops, the **MAYOR - Commander of Emergency Services** - will be notified immediately. The elements of the Emergency Management Organization will be activated, as required, at the direction of the **MAYOR** or designated official in coordination with the Director, Office of Emergency Services. Incident management will be established to direct field units. Operations will be coordinated in a centralized or decentralized mode depending on the magnitude of the emergency situation. If the situation warrants, a **Local Emergency** may be declared.

If an emergency occurs without warning, the initial response will be managed in a decentralized mode by on-duty personnel. Centralized management, if required, will be established as rapidly as conditions permit. Assistance will be requested through mutual aid channels as needed. Actions will be directed to save lives and protect property. A **Local Emergency** may be declared. The State Office of Emergency Services (OES) will be advised of the situation and, if deemed essential, will be requested to recommend that the Governor proclaim a **State of Emergency**.

A.3.3.3 Post-Emergency Period (Recovery)

As soon as practical following a major emergency, normal management of local government operations will be restored. Disaster assistance will be coordinated through "one-stop" Disaster Assistance Centers (DACs), if established, (see Enclosure A-8 **"ONE-STOP" DISASTER ASSISTANCE CENTER**). If major damage has occurred, a local government recovery group will be formed to coordinate planning and decisionmaking for recovery and reconstruction efforts.

A.4 Statewide Emergency Management System

Fully activated, the Statewide Emergency Management System consists of all local jurisdictions, Operational Areas (countywide), OES Mutual Aid Regions and State Government. Local jurisdictions are responsible for directing and/or coordinating emergency operations within their respective jurisdictions, with other levels being responsible for coordinating and/or providing support as required. The organization and responsibilities of each of the levels are outlined below. Emphasis is placed on the Local Emergency Management Staff. Staffs at other levels will have counterparts to the Local Emergency Management Staff.

A.4.1 Local Emergency Management

A.4.1.1 Incident Level Management

Incident level emergency management will be implemented as required for the on-scene management of field operations. The San Francisco Incident Management System is described in **Enclosure A-1, INCIDENT EMERGENCY MANAGEMENT SYSTEM.**

A.4.1.2 San Francisco Emergency Management

The San Francisco Emergency Management Staff is directed by the **MAYOR** (Commander), who is also designated (by Chapter 7, Section 7.3 of the San Francisco Administrative Code) chair of the San Francisco Disaster Council. The Mayor, hereinafter called the Commander, will be supported by the Director, Office of Emergency Services and functional Operations Coordinators with responsibilities as indicated below. The San Francisco Office of Emergency Services Staff become a support element of the Commander. Additional support will be provided by special staff members for Communications, Damage Assessment, Emergency Public Information, Radiological Protection, Situation Analysis and Warning. During a nuclear defense emergency, an Emergency Resources Management Group will be organized as specified in the California Emergency Resources Management Plan (published and issued separately). (see **Enclosure A-2, LOCAL; EMERGENCY MANAGEMENT ORGANIZATION CHART.**) A listing of the designees for staff positions is provided in **Part Three, OPERATIONAL DATA.**

The San Francisco Emergency Management Staff will have overall responsibility for:

- o Organizing, staffing and operating the ECC.
- o Operating communications and warning systems.
- o Providing information and guidance to the public.
- o Maintaining information on the status of resources, services and operations.
- o Directing overall operations.
- o Obtaining support for San Francisco, and providing support to other jurisdictions as required.
- o Analyzing radioactive fallout and other hazards and recommending appropriate countermeasures.
- o Collecting, evaluating and disseminating damage assessment and other essential information.
- o Providing status and other reports to the State OES Mutual Aid Region 2 Office.

The general responsibilities of key members of the San Francisco Emergency Management Staff area listed below. Specific responsibilities are provided in the functional Annexes to this plan (denoted in parenthesis following the title of the staff member):

COMMANDER (Mayor) EMERGENCY SERVICES

Exercises overall management and coordination of San Francisco's response to emergency situations.

DIRECTOR, EMERGENCY SERVICES

Assists the Commander Emergency Services in managing and coordinating emergency response efforts.

OPERATION COORDINATORS (Service Chiefs)

FIRE and RESCUE (Annex B)

Coordinates the activities of personnel engaged in fire and rescue and other emergency operations; maintains communications with field commands; evaluates status reports; makes decisions regarding the commitment of resources; and determines the need for additional assistance.

LAW ENFORCEMENT and TRAFFIC CONTROL (Annex C)

Coordinates the activities of law enforcement and traffic control personnel in and around disaster areas; maintains communications with field commands; evaluates status reports; makes decisions regarding the commitment of resources; and determines the need for additional assistance.

MEDICAL OPERATIONS (Annex D)

Coordinates the procurement and allocation of critical public and private medical and other resources; the activation and operation of Casualty Collection Points; the transportation of casualties and medical resources; and relocation of patients from damaged or untenable health care facilities.

PUBLIC HEALTH (Annex E)

Coordinates public health measures and supports such measures accordingly; supports efforts in communicable disease prevention and control; and coordinates activities to mitigate the effects of radiological and toxic chemical spills and/or emissions.

OPERATION COORDINATORS (Service Chiefs) -cont'd.

CORONER (Annex F)

Coordinates operations associated with collection, identification, and disposition of dead persons.

CARE and SHELTER (Annex G)

Coordinates the procurement and allocation of resources required to support mass care operations, to include the activation of Mass Care Facilities; coordinates the activation and staffing of fallout shelters.

MOVEMENT (Annex H)

Coordinates the movement of persons from hazardous or threatened areas to lower risk reception areas.

RESCUE (Annex I)

Coordinates operations associated with the location, provision of immediate care, and safe removal of endangered, trapped, injured and/or isolated persons.

CONSTRUCTION/ENGINEERING (ANNEX J)

Coordinates the allocation of engineering resources (construction equipment, materials, etc.) required for emergency debris clearance, route recovery, damage assessment, fallout shelter construction and other engineering operations.

RESOURCES and SUPPORT (Annex K)

The Resources and Support Coordinator (Chief Administrative Officer) will be assisted by the following Support Officers with general responsibilities as indicated:

Supply/Procurement Service

Coordinates the allocation of essential supplies, warehousing of materiel, and procurement including food, fuel, and health supplies.

Personnel Service

Coordinates the allocation of personnel and registration of volunteers.

RESOURCES and SUPPORT (Annex K) - cont'd.

Transportation Service

Coordinates the allocation of transportation resources (public and private sector) required to move people, equipment and essential supplies.

Utilities Service

Coordinates the continued operation of water, gas, and electric utilities and, as required, any redirection of services.

Communication Service

Coordinates the continued operation of city radio and telephone systems and other telephone service as required or directed.

Fiscal Control

Coordinates and maintains the fiscal control of expenditures required for meeting the emergency consistent with orders and regulations as promulgated by the Commander of Emergency Services.

If there is a possibility that all, or part, of the Statewide Emergency Management System is activated, and if the situation so dictates, the San Francisco ECC identified in Part Three, **OPERATIONAL DATA**, will be activated and staffed by all or part of the designated Emergency Management Staff.

A.4.2 Operational Area Emergency Management

The City & County of San Francisco has been designated as an Operational Area. If the Operational Area level is activated during an emergency, the Mayor will function as the Operational Area Coordinator/Commander and will have overall responsibility for coordinating emergency operations and support requirements for San Francisco. The City Emergency Management Staff will submit all requests for support that cannot be obtained within the City, and other relevant information, to the State OES Mutual Aid Region 2 Emergency Management Staff (if activated), or to the Director, State Office of Emergency Services.

A.4.3 Mutual Aid Region Emergency Management

The State Mutual Aid Region 2 Emergency Management Staff is headed by a Regional Manager and will be supported by designated state agency representatives. The Regional Emergency Management Staff (if activated), will coor-

A.4.3 Mutual Aid Region Emergency Management - cont'd.

dinate and support San Francisco emergency operations. The Regional Staff will submit all requests for support that cannot be obtained with the Region, and other relevant information, to the State Emergency Management Staff.

A.4.4 State Emergency Management

The State Emergency Management Staff is headed by the Director, DES (acting as a representative of the Governor), or his designated representative, and assisted by Coordinators provided by state agencies. When activated, the State will be responsible for coordinating statewide emergency operations, to include mutual aid to meet San Francisco requirements.

A.5 Policies and Procedures

A.5.1 Operational Priorities

Special consideration will be given to establishing operational priorities in conducting emergency operations. The following activities will be accorded such priority. There is no significance in the order of listing. All are important; a given situation will dictate the order of priority:

- o Meeting the immediate needs of people (rescue, medical care, food, shelter, clothing).
- o Temporary restoration of facilities, whether publicly or privately owned, essential to the health, safety and welfare of individuals (sanitation, water, electricity, road, street and highway repairs).
- o Meeting the rehabilitation needs of people (temporary housing, food stamps, employment, etc.).

A.5.2 Special Functions

The following special functions will be governed by the policies and procedures reflected in Enclosures 3 through 8 to this Annex as indicated:

- A-3 Emergency Communications
- A-4 Alerting and Warning
- A-5 Situation Analysis and Reporting
- A-6 Emergency Public Information
- A-7 Radiological Protection
- A-8 "One-Stop" Disaster Assistance Center

Enclosure A-1

INCIDENT EMERGENCY MANAGEMENT SYSTEM

The Incident Command System (ICS) will be used to provide a management structure and system for conducting on site multidisciplinary operations (i.e., those incidents which involve concurrent field interactions between fire, law enforcement and medical personnel).

The ICS, because of its organizational structure and operational terminology, provides a useful and flexible management system that is particularly adaptable to incidents involving multijurisdictional response. The ICS provides the flexibility to rapidly activate and establish an organizational form around the functions that need to be performed.

The ICS basic organizational structure normally consists of five principal Sections, which would be activated for a major incident. The Sections are:

Incident Command Section

Includes the Incident Commander, who has overall management responsibility for the incident. A Command Staff element is provided for handling such matters as Public Information, Safety and inter-agency liaison. Multijurisdictional incidents will involve a Unified Command element, which will bring together jurisdictional Incident Commanders to develop a common and consistent action plan to make the best use of all available resources.

Operations Section

This Section is responsible for the management of all incident activities. On multidisciplinary incidents, the Section Chief may have deputies. The Section can be subdivided into Branches (e.g., Law, Fire and Medical, etc.) Staging areas for committed resources are also under the management of this Section.

Planning Section

This Section is structured into several Units, depending upon the needs of the incident. Situation Assessment and Resources Status are examples of the kinds of Units which may be formed within this Section. The Section collects and analyzes data regarding incident operations, develops alternatives for action plans, conducts planning meetings and prepares the incident action plan for incidents which will require extended operations.

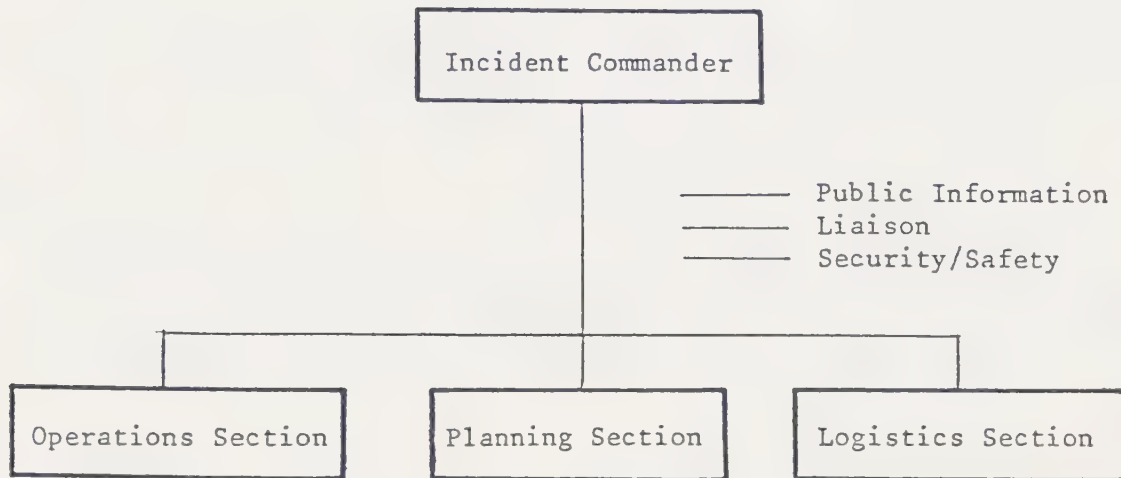
Logistics Section

The Section is responsible for meeting the logistical needs of the Operations Section. This can include procuring equipment and supplies, providing food and medical support for incident assigned personnel, and meeting the transportation requirements of the incident. A-3-5

Finance Section

This Section can be activated if required for purposes of maintaining records on personnel and equipment time; providing payments to vendors for supplies and equipment usage; and for determining cost considerations or alternative strategies associated with incident planning.

Attachment A-1-A, Enclosure A-1
 CITY & COUNTY OF SAN FRANCISCO
 ON-SCENE INCIDENT COMMAND SYSTEM



Staging

Medical
 Security
 Shelter
 Evacuation

Situation Status
 Resource Status

Damage Assessment
 Documentation
 Technical Spec.

Supply
 Transportation

Facilities
 Food

Attachment A-1-B, Enclosure A-1

CITY & COUNTY OF SAN FRANCISCO

DEPARTMENTAL ON-SCENE INCIDENT RESPONSIBILITY

1. Introduction

This attachment is included as part of the San Francisco Emergency Operations Plan in order to clarify on-scene Incident Command responsibility within the City & County of San Francisco.

2. General

The Mayor has overall responsibility (per public mandate and as noted in the Charter for the City & County of San Francisco and the City's Administrative Code) for ensuring that appropriate actions are undertaken to mitigate incidents occurring within the city and county.

3. Assignment

The following table is organized so as to assign the departmental responsibility for the noted type incident:

<u>INCIDENT</u>	<u>RESPONSIBILITY</u>
<u>Air-Crash</u> (In-City Location)	Chief, SFFD (Overall)
Area Security	Chief, SFPD
Medical	Director, DPH
Post Disaster	National Transportation Safety Board; Coroner; DPW; Airline; Post Office
<u>Bomb Threat</u>	Chief, SFPD (Overall)
<u>Civil Disturbance</u>	Chief, SFPD
<u>Earthquake</u> (Major/Great)	Mayor (As overall Commander, Emergency Services)
<u>Employee Labor</u> (Dispute)	
City	Mayor (Overall)

3. Assignment - cont'd.

<u>INCIDENT</u>	<u>RESPONSIBILITY</u>
<u>Evacuation</u>	
City-wide	Mayor (Overall)
Localized	On-Scene Incident Commander (i.e. Fire, Police)
<u>Fire</u>	Chief, SFFD (Overall)
Area Security	Chief, SFPD
Medical	Director, DPH
Fatalities	Coroner
<u>Hazardous Material Spill</u>	
City	Chief, SFFD
Area Security	Chief, SFPD
Health/Environment	Director, DPH
Emergency Medical Services	Director, DPH
Inter-departmental Coord.	Director, OES
Public Information	Mayor's Press Aide; Chief, SFFD; Dir. DPH
Post Disaster	Director, DPH; Director, DPW
State Highway	CHP Commander, SF/Marin District (Overall as situation dictates)
Public Information	CHP Information Officer
<u>Waterline Failure</u>	Chief, SFFD (Overall)
Water Control	General Mgr., SFWD
Post Disaster	General Mgr., SFWD; Director, DPW
<u>War</u>	Mayor (As Overall Commander, Emergency Services)

Enclosure A-2

CITY & COUNTY of SAN FRANCISCO EMERGENCY MANAGEMENT ORGANIZATION

1. Direction and Control

The authority for this Enclosure is the San Francisco Emergency Operations Plan (see Basic Plan and Attachment 1-1-C).

2. Objectives

The objectives of this Enclosure are to provide for the Direction and Control required by the City & County of San Francisco to respond to the several potential emergency situations listed and planned for in this emergency plan and annexes; to provide centralized controls to ensure efficient operations of the City's emergency organization in the protection of lives and property; and to provide assistance to other jurisdictions which may require mutual aid.

3. Functions

- o Direct and control the emergency organization.
- o Coordinate the activities of the emergency services.
- o Develop operational policies, priorities, schedules and issue orders.
- o Provide emergency alerting and warning instructions and information to the public and non-governmental organizations in the City.
- o Maintain liaison with state and federal agencies, and the military establishment.
- o Coordinate mutual aid activities.
- o Receive, evaluate and disseminate RADEF monitoring information.
- o Direct movement of populace to shelters, RADEF counter-measures (remedial movement), and relocation as might be required.
- o Carry out state policies on resource management operations before, during and after the emergency period.
- o Carry on communications operations and provide for the receipt and dissemination of warning information.

4. Operational Concepts

- 4.a Activation of San Francisco's primary Emergency Coordination Center (ECC) will be ordered when any disaster occurs which, by reason or

4. Operational Concepts - cont'd.

magnitude, is obviously greater than can be handled under usual emergency procedures and is estimated to require major coordinating effort. The operation of the ECC will initially be on a two-shift, 12 hour basis.

4.b The primary ECC will be activated for all "proclaimed" disasters.

1. All major disasters will require coordinated Direction and Control.
2. Events generally requiring limited response or upon direction of the Mayor (Commander).

- (a) Hazardous material incident/spill.
- (b) Inundation.
- (c) Seismic sea wave (Tsunami or seiche).
- (d) Transportation or industrial accident.
- (e) Air pollution incident.

3. Events which may require an increased response.

- (a) Earthquake.
- (b) Fire - conflagration.
- (c) Storm.
- (d) Civil Disturbance.

Classified activation of the following functions may be required in the ECC:

- (1) Operational Control
- (2) Operational Intelligence
- (3) Communications and Warning
- (4) Emergency Public Information

4. Incidents requiring total staffing.

- (a) Major earthquake.
- (b) Threatened or actual war-caused disaster.

Total staffing in event of threatened or actual war will include a RADEF Staff function.

4.c Communications

See Enclosure A-3, Emergency Communications, and attachments for detailed communications inventories as well as primary support functions.

4.c Communications - cont'd.

- 4.c.1 The Emergency Services mobile communications van may be activated when the incident is of such magnitude as to require coordination without activation of the primary ECC.

4.d Activation

Upon activation of the Emergency Organization (complete or partial), the Direction and Control Group will report to the primary ECC. The Commander (Mayor), appropriate selected staff and the Service Chiefs will ensure that:

- a. All of the necessary elements of the emergency organization are aware of the current situation and proposed actions to be taken.
- b. In a war emergency, all elements of the emergency organization are aware of the provisions of the readiness conditions concurrently in effect and that appropriate actions are taken.

4.e Sections

4.e.1 Operational Control Section

- a. Commander, Emergency Services - The Mayor or the Acting Mayor is the Commander and shall be in full command of all emergency operations.
- b. Vice-Commander, Emergency Services - The Chief Administrative Officer (CAO) is the Vice-Commander. He shall assist the Commander in carrying out his/her responsibilities.
- c. Director, Office of Emergency Services - The Director or a duly designated deputy acting for him shall be responsible to the Commander and Vice-Commander and provide technical guidance and assistance for decision making.
- d. Advisory - The Legal Section shall consist of the City Attorney or a designated staff member of the City Attorney's Office who shall advise the Commander and the Director on the legal aspects of disaster planning and operations.

- The San Francisco Disaster Council shall act as an Advisory Body to the Commander and Director in pre-disaster planning.

4.e.2 Operational Information Section

- a. Chief of Section - Director, City Planning Department.
- b. Basic Task - The Section will collect disaster information from the Emergency Services Organization Staff and communications element; evaluate the situation information received; post information to the situation maps; and ensure all staff elements are kept informed of the current situation. Damage assessment status will be coordinated with the Engineering Service. The Section will also be responsible for the management of the collection and reporting system.
- c. Staffing - will be from the Planning Department Staff.
- d. See - Enclosure A-5, SITUATION ANALYSIS & REPORTING.

4.e.3 Emergency Public Information Section

See Enclosure A-6 - EMERGENCY PUBLIC INFORMATION.

4.e.4 Radiological Defense Section

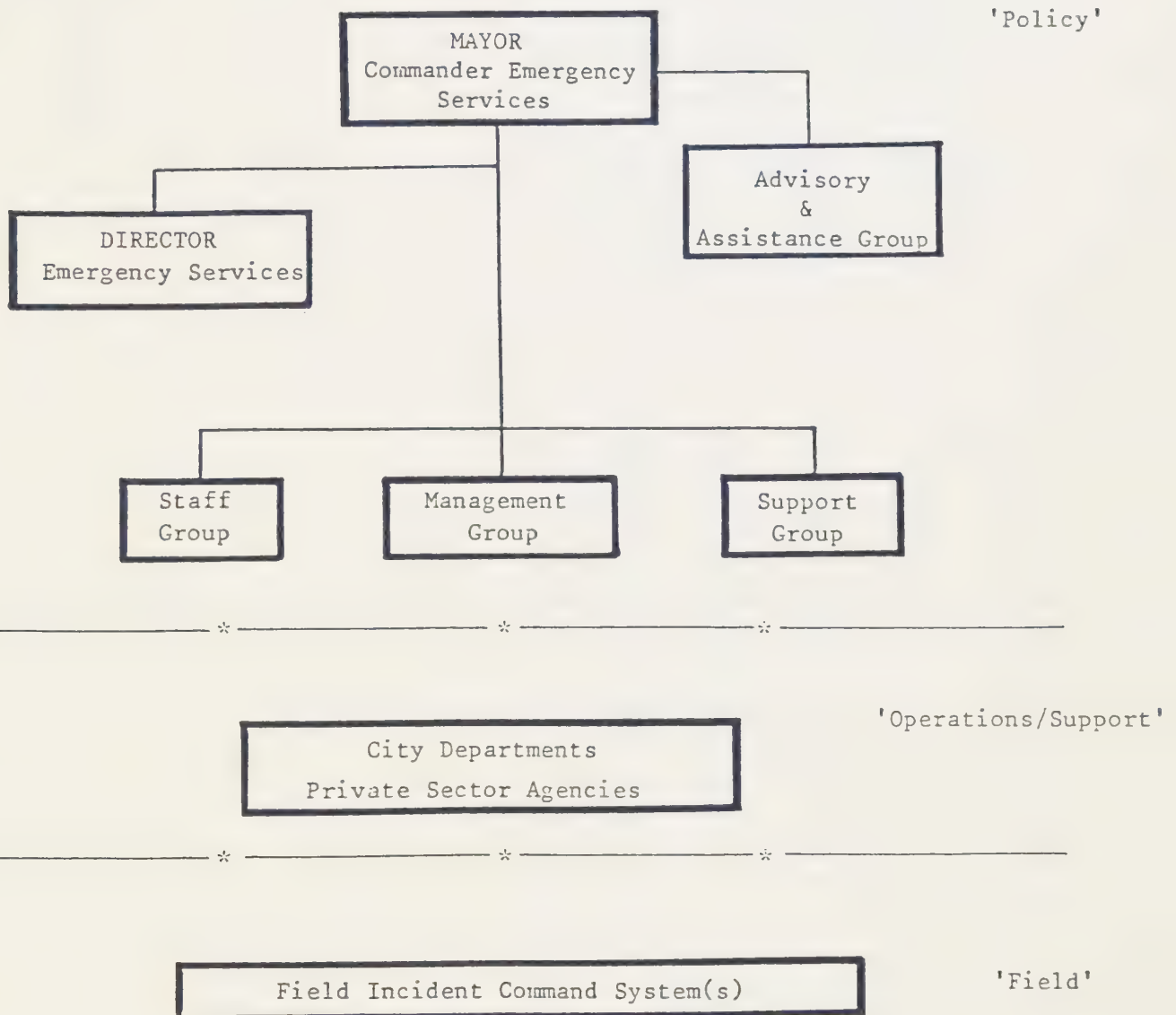
See Enclosure A-7, RADIOLOGICAL PROTECTION.

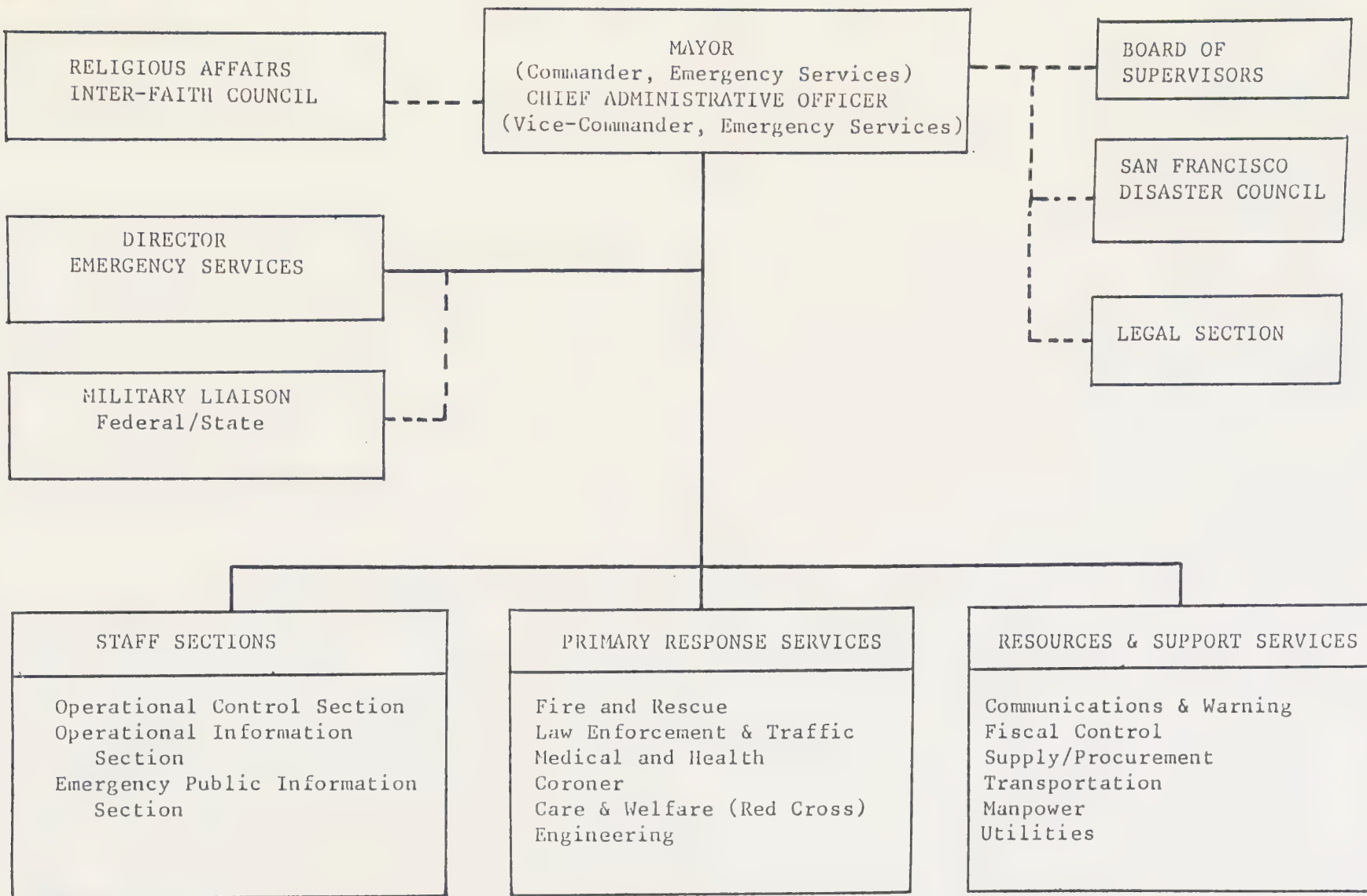
4.e.5 Primary Response and Resources & Support Sections

See Attachment A-2-B, Enclosure A-2, and Attachment A-2-D for City Department/Agency emergency assignment listing.

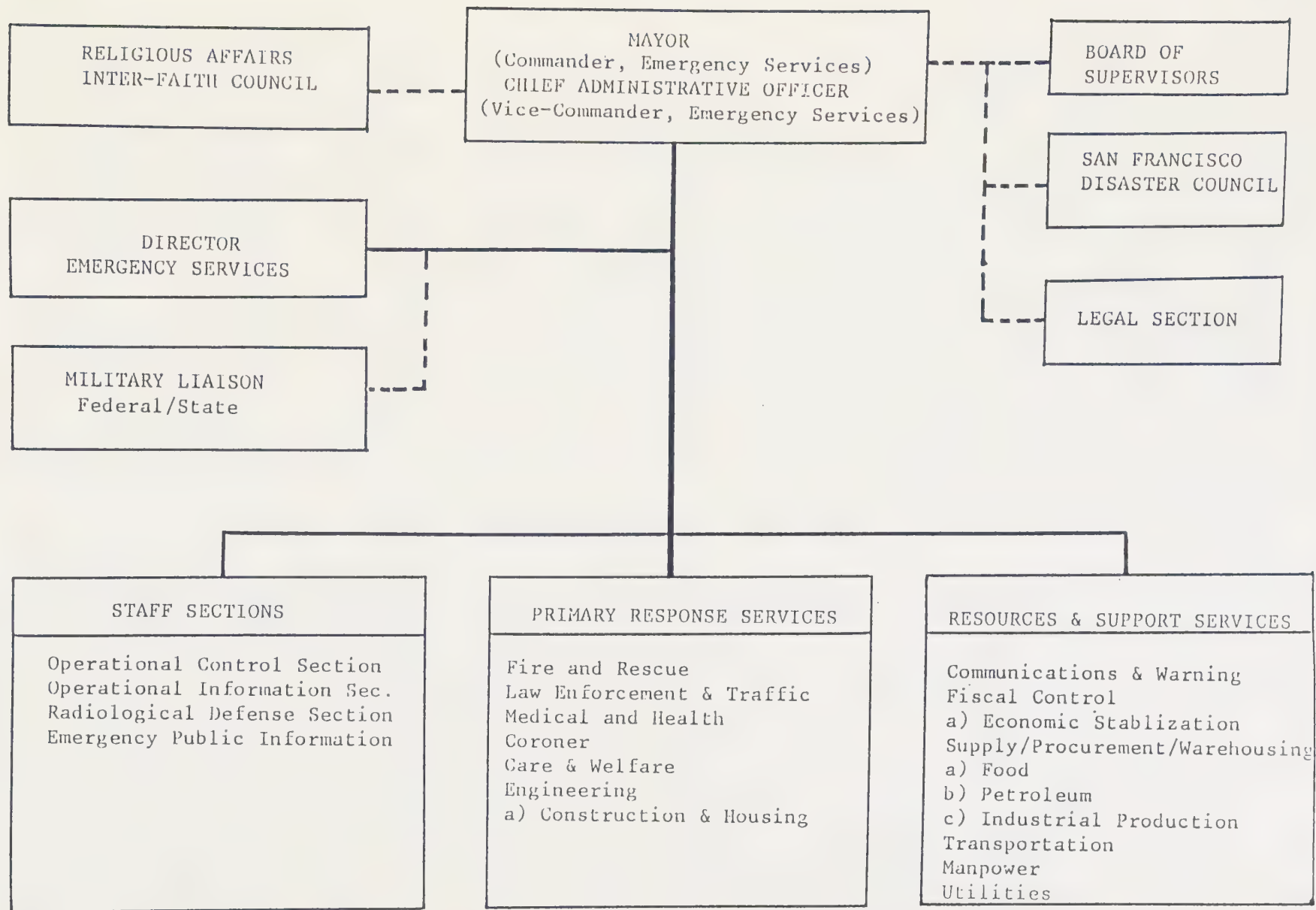
CITY & COUNTY OF SAN FRANCISCO

EMERGENCY ORGANIZATIONAL CONCEPT
CHART





————— Line of Authority
 - - - - - Advisory & Assistance



————— Line of Authority
 - - - - - Advisory & Assistance

10/87

Attachment A-2-C.

Attachment A-2-D, Enclosure A-2

**EMERGENCY OPERATION ASSIGNMENTS
FOR
CITY & COUNTY DEPARTMENTS AND COOPERATING AGENCIES**

<u>City Department/Agency</u>	<u>Emergency Assignment</u>
Adult Probation	Care & Shelter (Welfare)
Agriculture and Weights & Measures . . .	Resources & Support (Supply/Food)
Airport	Resources & Support (Transportation)
Art Commission	Care & Shelter (Welfare)
Assessor: Building & Land Appraisers . .	Engineering
Office Group	Care & Shelter (Welfare)
Board of Education (except staffs of schools used for Mass Care Activity) . .	Care & Shelter (Welfare/Health)
Chief Administrative Officer	Operational Control Section
Office Group	Operational Control/Resources Support
*City Attorney	Legal Section
City Planning	Operational Information Section
*Civil Service	Resources & Support (Personnel)
Commission on Aging	Care & Shelter (Welfare)
Commission/Status of Women	Resources & Support (Personnel)
*Controller	Resources & Support (Fiscal Control)
*Coroner/Medical Examiner	Coroner
County Clerk	Legal Section
*Department of Electricity	Resources & Support (Commo.& Warning)
District Attorney	Law Enforcement
Finance & Records	Resources & Support (Fiscal Control)
*Fire Department	Fire & Rescue/RADEF
Health Services System	Care & Shelter (Welfare)
Housing Authority	Care & Shelter (Welfare - Natural Disaster)
	Engineering (War Disaster)
Human Rights Commission	Care & Shelter (Welfare)
Juvenile Court	Care & Shelter (Welfare)
Law Library	Legal Section
*Mayor's Office	Operational Control/Emergency Public Information
Municipal Court	Legal Section
*Office of Emergency Services	Operational Control Section
Pacific Gas & Electric Co.	Resources & Support (Utilities)
*Police Department	Law Enforcement & Traffic Control
Port of San Francisco	Resources & Support (Transportation and Warehousing) Engineering
Public Administrator	Care & Shelter (Welfare)
Public Defender	Legal Section
*Public Health Department	Medical & Health/RADEF

<u>City Department/Agency</u>	<u>Emergency Assignment</u>
Public Library	Care & Shelter (Welfare)
Public Pound	Care & Shelter (Welfare)/Health
*Public Utilities	Resources & Support (Utilities)
" " Municipal Railway	Movement/Resources & Support (Transportation)
" " Water Department	Resources & Support (Utilities)
" " Hetch Hetchy Water/Power	Resources & Support (Utilities)
*Public Works Department	Engineering
*Purchasing Department	Resources & Support (Supply/Procurement)
Real Estate Department	Engineering
Recorder	Care & Shelter (Welfare)
Recreation & Park Department	
Park Division	Engineering
Recreation Division	Care & Shelter (Welfare)
Red Cross, Golden Gate Chapter	Care & Shelter (Natural Disaster)
Redevelopment Agency	Engineering
Registrar of Voters	Care & Shelter (Welfare)
Rent Arbitration Board	Care & Shelter (Welfare)
Retirement Board	Resources & Support (Fiscal Control- Controller)
Sheriff	Law Enforcement
*Social Services Department	Care & Shelter (War Emergency)
Superior Court	Legal Section
Tax Collector	Care & Shelter (Welfare)
Treasurer	Resources & Support (Fiscal Control- Controller)
War Memorial	Care & Shelter (Welfare-Recorder)

* Departments and Agencies responsible for planning, coordination and integration of personnel from other City Departments and Cooperating Agencies into their services for disaster operations.

Enclosure A-3

EMERGENCY COMMUNICATIONS

1. General

Effective communications capability is essential to all emergency organizations which support emergency operations. The magnitude of an emergency situation will determine the degree to which communications systems are utilized.

While a generally adequate communications capability exists between the various State Office of Emergency Services (OES) facilities, the communications systems presently available between OES and local facilities are inadequate. Several systems have access to agencies of local jurisdictions, but few of them terminate in facilities from which centralized emergency operations for large scale disasters could be directed by local government.

2. Situation

2.a Peacetime Emergencies

Telecommunications systems are composed of many subsystems, each interconnected and interdependent. The failure of any one link in the electronic "chain" can effectively disable a large portion of the system.

Communications systems may be overloaded or rendered inoperable in an emergency. Telephone communications may also be overloaded. The situation may be further complicated by physical damage to equipment, loss of electrical power and subsequent failure of some auxiliary power sources. Loss of emergency power has been the primary cause of communications failure in past disasters. Poor installation practices and inadequate preventative maintenance of backup power equipment contribute to a high failure rate. Scarcity of diesel and gasoline, which are primary fuels for backup generators, may limit the viability of surviving communications sites.

2.b Nuclear Defense Emergencies

During the early phases of nuclear defense emergencies (i.e., increased readiness and crisis relocation), it can be assumed that the existing communications systems used daily by most agencies, particularly public safety, will be used for interjurisdictional communications. Also, such agencies will be expected to operate, at least initially, from their day-to-day offices and headquarters. If the international situation worsens and a nuclear attack becomes more likely, agencies would be expected to operate and communicate from a protected EOC. Where interjurisdictional communications are required, particularly between Operational Areas, it is expected that systems common to most agencies will be utilized, where applicable and available.

2.b Nuclear Defense Emergencies- cont'd.

In the event of a nuclear attack, the destructive effects of blast, heat and electromagnetic pulse (EMP)* may cause numerous components or systems to fail. All communications personnel should be familiar with countermeasures which can be taken to protect and/or minimize damage to communications equipment.

3. Facilities and Systems

Following is a listing of federal, state, and local communications systems available for: direction and/or coordination of emergency operations; alerting and warning governmental forces and the general public during peacetime and nuclear defense emergencies; and providing advice and instructions to the general public.

3.a Emergency Broadcast System (EBS)

EBS is a network of public broadcast stations and interconnecting facilities which have been authorized by the Federal Communications Commission (FCC) to operate in a controlled manner during a war, state of public peril or disaster, or other national emergency. The system is devised to provide the President and fedewide overnment with a means of emergency communication to the general public. It may be used on a voluntary basis during day-to-day situations posing a threat to safety of life and property. Priority for use is:

- o Presidential messages.
- o Local area programming.
- o State programming.
- o National programming and news.

3.b State Radio Systems

California Law Enforcement Radio System (CLERS)

Serves all DES facilities and interconnects law enforcement agencies of all counties and numerous cities. This system is microwave-intertied to provide statewide Coverage. This system is the State's radio backup to the National Warning System, discussed below.

* A large amount of energy is released by the detonation of a high altitude nuclear weapon. A small proportion of this emergy appears in the form of

3.b State Radio Systems - cont'd.

California Emergency Services Radio System

A Local Government (LG) System serves all OES facilities, a number of state agencies, and county-wide civil defense agencies participating in the system. It is microwave-interconnected for statewide coverage.

OES Fire Network

Serves all OES facilities and fire support equipment. Radio equipment on this network is located with fire service agencies in 52 counties and interconnects to the State Microwave System to provide statewide coverage.

3.c Local Radio System

Details on City & County of San Francisco radio capabilities are provided in Attachment A-3-A, LOCAL RADIO SYSTEMS.

3.d Telephone

- (1) Common carrier telephone service is available to support all emergency systems.
- (2) The National Warning System (NAWAS) is a nationwide attack warning and natural disaster warning and informational dedicated land line system which provides two-way voice communications between Federal, State, and Local Warning Points. Details on the system are provide in Enclosure A-4, ALERTING AND WARNING.

3.e Teletype

The California Law Enforcement Telecommunications System (CLETS) has terminals in all cities and counties. In San Francisco the terminal is located in police communications, Hall of Justice, 850 Bryant Street.

a high intensity, short duration, electromagnetic pulse (EMP). EMP can cause damage or malfunction in unprotected electrical or electronic systems. EMP damage can occur essentially instantaneously over very large areas. All communications equipment is susceptible to damage or destruction by EMP, including broadcast stations, radios, televisions, car radios and battery-operated portable transistor radios.

4. Communications Support

The following are sources of communications support to local emergency operations with support being dependent upon the type and magnitude of the emergency.

4.a California Office of Emergency Services

State OES has two mobile command complexes, each consisting of a communications van, an operations van, and a generator to provide power. Their primary purpose is to provide initial communications from the disaster area to OES Headquarters and act as a collection point for damage assessment information until more sophisticated communications are established and/or restored. These complexes are equipped for operation on each of the major state radio communications systems, various mutual aid radio systems and RACES.

4.b California National Guard (CNG)

The CNG has an assortment of communications capabilities, with limited day-to-day in place systems. Most communications serve their own operating forces. It has some reserve capability.

4.c Radio Amateur Civil Emergency Services (RACES)

RACES operate on radio amateur frequencies by authority of the FCC in support of emergency communications. RACES can augment existing systems, substitute for damaged or inoperable systems, and establish communications links with otherwise inaccessible areas.

4.d Citizen Band Radio

Citizen Band Radio operations can participate in civil defense activities on a voluntary basis under the direction of civil defense authorities.

5. Policies and Procedures

5.a Since there are few uncommitted communications resources, existing day-to-day systems will be considered as all that will be available in an emergency. Emergency reserve equipment is for increased operating requirements of the owner and cannot be readily diverted to other agencies.

5.b During a STATE OF WAR EMERGENCY, privately owned radio systems, equipment and facilities, subject to approval by the licensee, will generally be used to support the emergency activities of field forces not already linked to EOCs.

5. Policies and Procedures - cont'd.

- 5.c Communications systems installed at or controlled from the ECC will normally be used to support the field activities of the various emergency services which make up the emergency organization of San Francisco. Other available communications systems will be used to provide links to nearby jurisdictions or to higher levels of the Statewide Emergency Organization. Communications systems in the ECC include radio systems licensed to the City & County of San Francisco. Such radio systems are augmented in an emergency by radio systems licensed to other agencies of government, to private industry and to individuals.
- 5.d Operators of communications equipment will be provided by those departments or agencies regularly using licensed systems. Designated Communication Supervisors will provide operators for communications equipment which augment regular capabilities, and will also provide personnel to service and maintain communication equipment and facilities.
- 5.e The Emergency Broadcast System (EBS) will be used, to the maximum extent possible, for the dissemination of emergency information, advice, and action instructions to the general public.
- 5.f RACES will be assigned to back up any of several services in case regular communications paths become inoperative. Special consideration will be given to using RACES to support disaster medical care and emergency public information operations.

Attachment:

A-3-A City Radio Systems

Attachment A-3-A, Enclosure A-3

CITY RADIO SYSTEMS

1. General

The Emergency Coordination Center (ECC) is the facility which provides the City the capability to discharge its emergency functions during a man-made or natural disaster. The facility includes the minimum capability to communicate with its key emergency response departments and/or agencies, as well as outside support and private sector agencies. Support for mutual aid communications are included.

The Command and Control ECC is located adjacent to the Central Fire Dispatch Center, also known as, Central Fire Alarm Station (CFAS), 1003 Turk Street. A pair of 75 KW automatic start diesel generator units, with as-2,000 gallon supply of fuel for 16 days operation, provide emergency power. (One unit under maximum load, can operate the facility). The facility has no Electromagnetic Pulse (EMP) protection. Protection has not been provided for repeaters, antenna systems, emergency generators, power distribution systems and remote control lines located at the City's Central Radio Station (CRS).

Alternate ECC is located at the San Francisco Hall of Justice, 850 Bryant Street. The alternate ECC does not have EMP protection. The Hall of Justice has two automatic start diesel generator units - 100 KW and 600 KW with a 5,000 gallon supply of fuel. Central Radio Station has a pair of 40 KW automatic start gasoline generator units with a 1,000 gallon supply of fuel.

A communication system is available for reporting radiological defense information. This system consists of the Fire Department and other City and County radio frequencies.

2. Description of the ECC Equipment and Frequencies

A. Radio Services - see Tab 1

a. Microwave

- (1) 37.9/46.46/451.250/155.34/460.075; 465.075/462.950;
476.950/491/3625, .5625, .7625/488.3625, .5625,
.7625/492.1625 - .1875/489.1625 - .1875 MHz.

A. Radio Services - cont'd.

- (2) The microwave system provides a means of electronically controlling and utilizing communications equipment remote from the ECC.

The remote site is located at Christmas Tree Point - Twin Peaks, in the Central Radio Station (CRS).

The Base Stations at the remote site operate on the Department Public Works; Water Department; Public Health; Police; Fire and State OES (LG) frequencies.

b. Local Government

- (1) 155.745/158.760 MHz - County Local Government

This Local Government (LG) frequency is utilized by the Department of Electricity; Recreation and Park Department; Sheriff's Department; and Health Department.

The Base Station is located at CRS. Primary Control is by a control radio from the ECC. The Base Station at CRS affords city-wide coverage.

- (2) 492.1125/489.1125 MHz - County LG (SFOES Direction and Control frequency)

This frequency is utilized by the Mayor's Emergency Communications System and the San Francisco School District. The Base Station is located at CRS. Primary Control is from the ECC; Secondary Control from the School District is by a control station radio located at the school district maintenance yard. This location has battery back-up emergency power, good for approximately 8 hours under normal operating conditions.

Talk-out capability from the Primary Control location is by a control station radio to CRS. Talk-in capability is through satellite receiver locations by Pacific Bell Co. land-line connections to CRS, and microwave link to the Primary Control location.

- (3) 153.755 MHz Direct, 154.980 Mhz Repeater - State Local Gov-

This frequency is licensed to the State of California and is used as a means of communication between San Francisco and the State for disaster response/reporting purposes.

A. Radio Services - cont'd.

- (3) The State has installed a number of repeater stations with a tone coding system for activating the repeaters.

San Francisco can contact the State Office of Emergency Services, Region 2 on Tones 1 and 5; State Office of Emergency Services, Emergency Operations Center, Sacramento can be contacted on Tone 3.

San Francisco has a remote control radio unit in the ECC, and the Base Station is located at CRS.

c. Fire

- (1) 46.46/491.3625, .5625, .7625/488.3625, .5625, .7625/492.1625 - .1875/488.1625 - .1875 MHz

The Primary Control is from the ECC complex. The Base Station(s) is at CRS. The Primary Control location and CRS are linked by microwave with an alternate land-line link. The land-link is installed and maintained by the Department of Electricity, City and County of San Francisco.

- (2) 154.280 MHz Fire Coordination - State

This frequency is known as the State Mutual Aid fire frequency (White Fire Channel 1) and is used for interdepartmental coordination. In the San Francisco Fire Department Communications Center, this frequency is labeled control 7.

The Base Station is located at CRS and is connected to the ECC complex by land-line. The land-line link is installed and maintained by the Pacific Bell Telephone Co.

- (3) 154.16/33.98 - Channel 1; 154.22/33.66 - Channel 2 MHz (State OES fire point to point)

These frequencies are used for State Fire Mutual Aid point to point contact through repeaters located throughout the state.

d. Law Enforcement and Traffic Control

- (1) 465.075/460/075 MHz - Police, City-wide 2

This frequency provides a communication link to the Police Department communications/dispatch center.

The Base Station is located at CRS. Primary Control location is at Hall of Justice - 850 Bryant Street.

d. Enforcement and Traffic Control - cont'd.

- (2) 458.875/453.875 Mhz California Law Enforcement Radio System (CLERS)

This frequency provides a communications link into the CLERS network. The ECC is a Control Station location and accesses the system through repeaters on Mt. Tamalpais in Marin Co. and Mt. Diablo in Contra Costa Co.

e. Medical and Health

- (1) 467.975/462.975 Mhz - County Medical Net (Coord #2)

This frequency provides a communications link to the City and County Medical Communications/dispatch Center (C-Med), 135 Polk Street. This is the Emergency Medical Service's frequency for on-scene portable to portable use and for a medical back-up to a Control Station at San Francisco General Hospital.

The Base Station is located at CRS. The Primary Control location is at C-Med. The ECC is considered a Secondary Control location.

Mobiles consist of 14 ambulance 'con-ver-ta-com' units and 10 mobile type radio units and 60 portables within the Department of Public Health.

- (2) 155.340 MHz - Hospital to Hospital Disaster Radio Net

This frequency is licensed to 19 private and public hospitals and the local blood bank. It provides the communication link to these facilities in San Francisco and Northern San Mateo Co. and is considered a special emergency medical frequency.

f. Welfare and Shelter

- (1) 47.42 MHz - American Red Cross

This frequency is licensed to the Red Cross and provides the communications link to the Communications Center/Disaster Services Office, Golden Gate Chapter, ARC, 1550 Sutter Street, as well as access into the Bay Area ARC radio system.

The Base Station and Primary Control is located at the GSC Headquarters on Sutter Street, with a Secondary Control at the ECC.

A. Radio Services - cont'd.

g. Utilities

(1) 48.3 MHz - San Francisco Water Department

This frequency provides the Water Department representative assigned to the ECC only a monitoring and oversight capability of department field operational units.

The Base Station is located at CRS. The Primary Control location is at the Water Department's 'City Distribution Division' - 1990 Newcombe Street. A Secondary Control location is located at the Water Department's Administrative Headquarters, 425 Mason Street.

The Primary and Secondary Control locations are linked to CRS by Pacific Bell Telephone Co. land-line and the line is maintained by that company.

A (transmitter) Base Station is also located at the 'Suburban Division' Office in Millbrae, San Mateo Co.

(2) 451.250 Mhz - San Francisco Water Department

This frequency provides a communications link to the Water Department communications/dispatch center at 1990 Newcombe Street. A (transmitter) Base Station is located at the 'Suburban Division' Office in Millbrae, San Mateo Co., but is considered a Secondary Control location.

(3) 153.65 MHz - Pacific Gas & Electric Co. (PG&E)

This frequency is licensed to PG & E. An antenna with a co-axial cable lead has been installed at the ECC to allow for the installation of a remote controlled radio unit which is brought by the PG&E representative to the ECC in time of emergency. This provides San Francisco emergency staff with a direct communications link to the PG&E Emergency Operations Center at 18th and Folsom Streets.

h. Engineering Service

(1) 458/453.425

This frequency provides a communication link to the Department of Public Works dispatch center at the Army Street Maintenance Yard. This is the Public Works' frequency for the

h. Engineering Service - cont'd.

dispatching of equipment and personnel involved in construction, maintenance, inspection and repair.

Mobiles consist of 97 units which include equipment from sedans to heavy equipment and various portables.

The Base Station is located at CRS. The Primary Control is located at the Army Street Maintenance Yard with Secondary Control locations at the ECC and in the office of the Director of Public Works at City Hall. A Tertiary Control location is at 750 Phelps Street. The Base Station is connected to the Primary Control Point, Secondary and Tertiary points by radio and land-line links. The maintenance and repair of the land-line links is done by the telephone company.

(2) 164.775/163/4125 Mhz - US Corps of Engineers

This frequency is licensed to the US Corps of Engineers and provides a direct communication link between the City & County of San Francisco and the Corps.

San Francisco can contact Corps' facilities in San Francisco, the Sixth US Army EOC at the Presidio of San Francisco, and mobile units through a repeater on Mt. Tamalpais, Marin Co.

i. Transportation

(1) 484/487.7125; 482/485.8875 MHz - Municipal RR Channels "E" & "G"

This frequency provides a communication link to the Muni Metro Communications Center at 131 Lenox Way. The Base Station is located at the Mendoza repeater location; however, capability exists to shift base station operational locations.

The Primary Control location is at the Municipal RR communications center with Secondary Control at the ECC.

A. Radio Services - cont'd.

J. Emergency Broadcast System (EBS)

(1) 161.760 MHz

A locally controlled Base Station has been installed in the ECC. This frequency provides the primary contact with the KNBR broadcast studio.

The purpose of this system is to provide local input, by designated officials of the City, to the EBS from the the ECC.

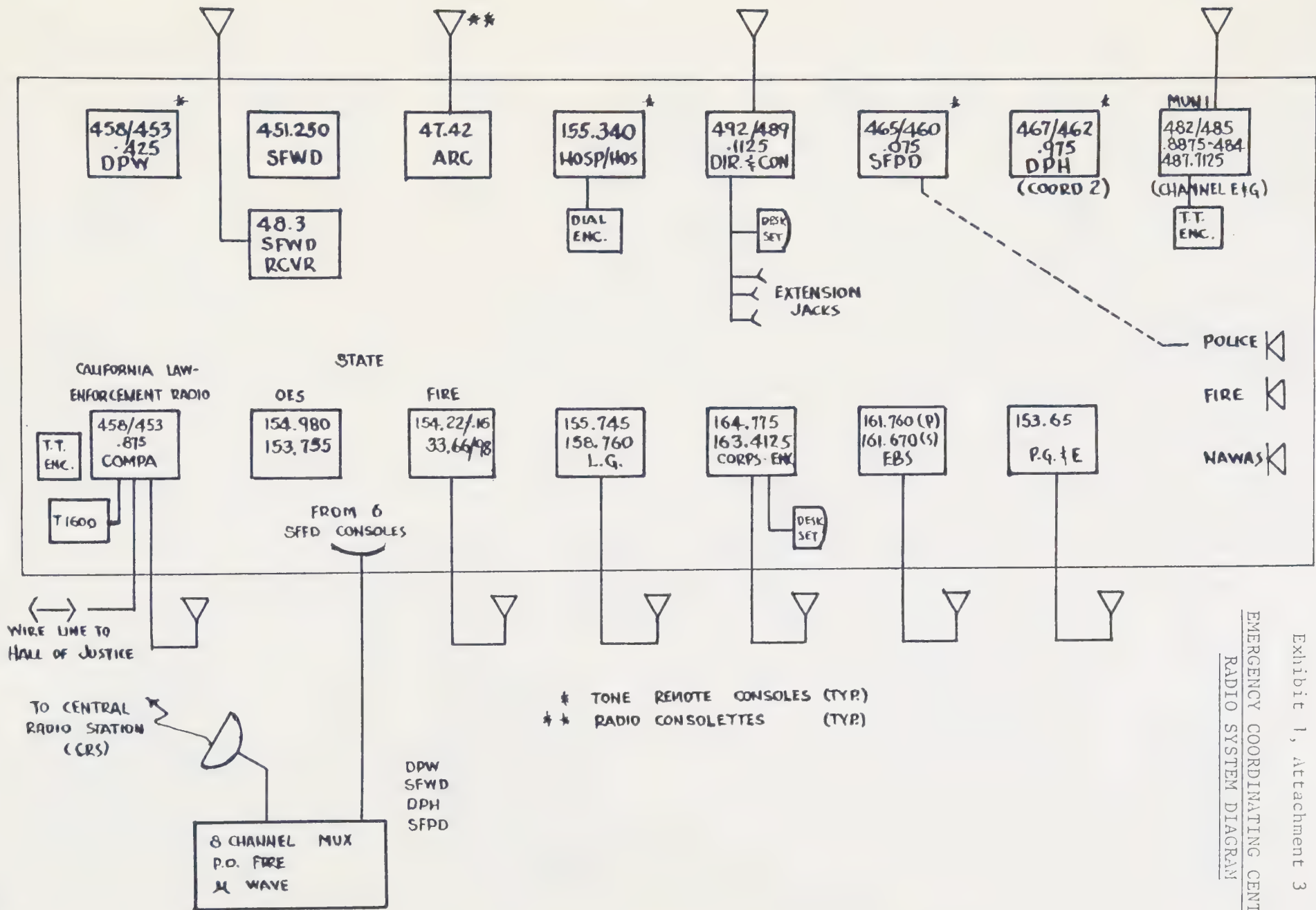
(2) 161.670 MHz

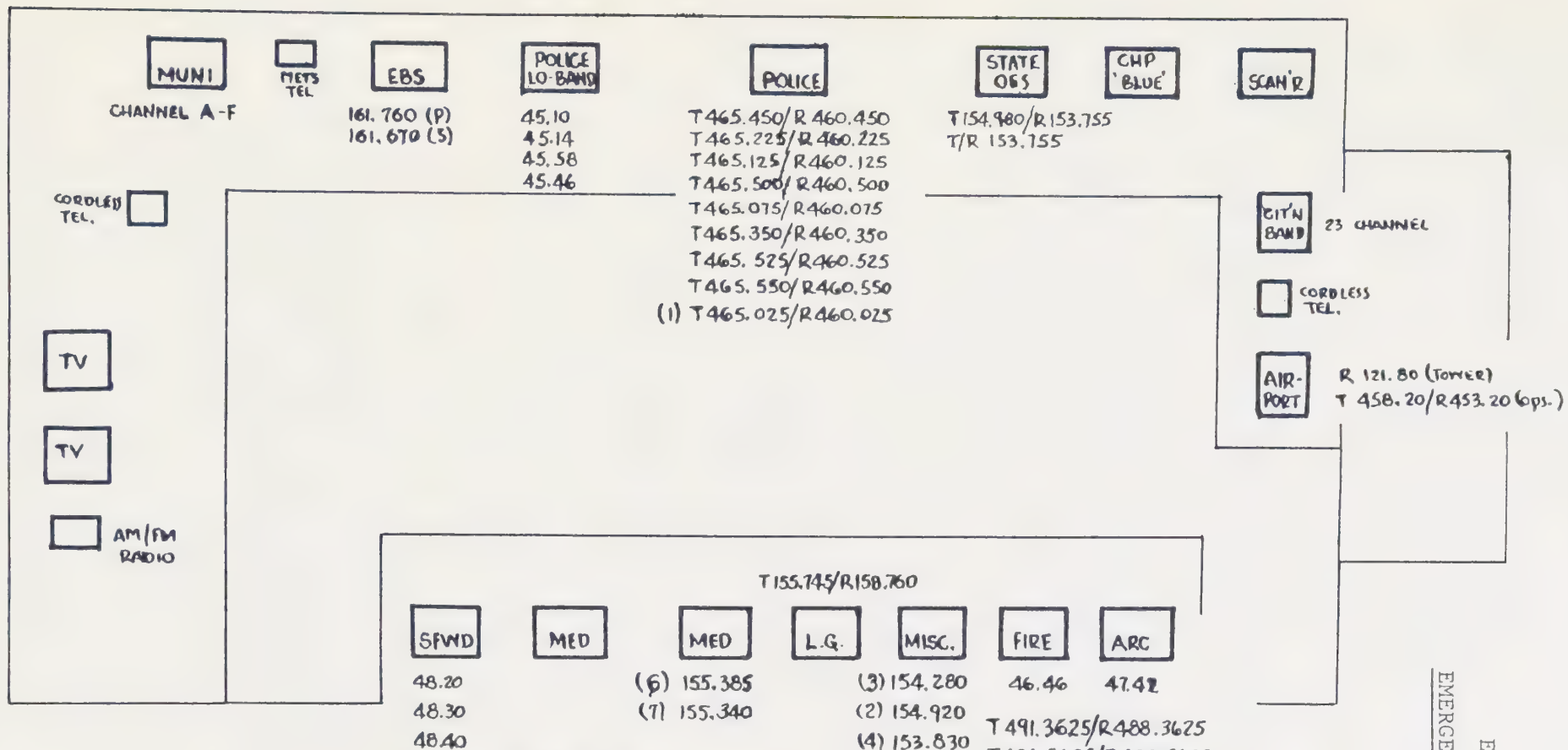
This frequency is considered a secondary or back-up to the 161.760 frequency noted above.

K. Mobile Communications Van - see Tab 2

The City & County of San Francisco has a mobile communications van which is equipped with 14 two-way mobile stations. These stations operate on the Mayor's Direction & Control; OES; Fire Department; Police Department; Department of Public Health; Water Department; S.F. Airport; Department of Electricity; Sheriff; Park & Recreation Department; Department of Public Works; miscellaneous City agencies; private hospitals; US Coast Guard; Red Cross; State Local Government; EBS as well as citizen band frequencies.

EMERGENCY COORDINATING CENTER
RADIO SYSTEM DIAGRAM





- (1) CLEMAR-UHF
- (2) CLEMAR-VHF
- (3) WHITE FIRE
- (4) AIRPORT MOBILES
- (5) USGG
- (6) AMBULANCE
- (7) Hosp. to Hosp. DISASTER

T467.950/R462.950
T467.975/R462.975
T468.000/R463.000
T468.025/R463.025
T468.050/R463.050
T468.075/R463.075
T468.100/R463.100
T468.125/R463.125
T468.150/R463.150
T468.175/R463.175

T491.3625/R488.3625
T491.5625/R488.5625
T491.7625/R488.7625
T492.1625/R489.1625
T492.1875/R489.1875
(8) T492.1125/R489.1125

EMERGENCY SERVICES COMMUNICATIONS
VAN - RADIO SYSTEMS

Exhibit 2, Attachment 3

Enclosure A-4

ALERTING AND WARNING

1. General

Warning is the process of alerting government forces and warning the general public to the threat of imminent extraordinary danger. Dependent upon the nature of the threat and the population group at risk, warning can originate at any level of government.

Success in saving lives and property is dependent upon timely dissemination of warning and emergency information to persons in threatened areas. The National Warning System (NAWAS) is a nationwide attack warning system developed to accomplish this task in a war emergency. For major peacetime emergencies, portions of the NAWAS system can be used, augmented by state and local systems as appropriate.

2. Attack Warning Systems

2.a National Warning System (NAWAS)

NAWAS is a dedicated wire-line system which provides two-way voice communications between Federal Warning Centers, states' warning points, and local warning points. The California system as it relates to the City & County of San Francisco consists of three elements:

- (1) NAWAS, Federal-California link
- (2) NAWAS, State-County Warning Point circuits
- (3) City and County warning system - sirens

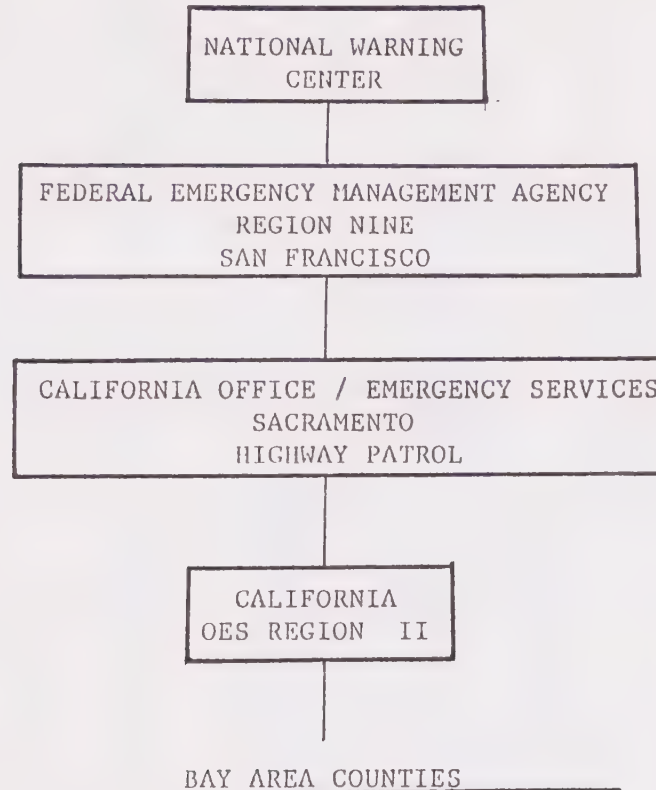
2.b NAWAS, Federal

The system may be activated nationally from two protected federal facilities.

2.c NAWAS, State of California

California ties into the national system with a primary drop-out (State Warning Point) at the State Office of Emergency Services (OES) Headquarters in Sacramento. A circuit extends to the City & County of San Francisco (see figure on following page). The California Highway Patrol Headquarters, Sacramento, serves as the alternate State Warning Point. State circuits are monitored 24 hours a day at the OES Warning Center, the Alternate Warning Point and at the City Warning Point.

PORTION, NATIONAL WARNING SYSTEM (NAWAS)



Alameda
Contra Costa
Marin

San Francisco
San Mateo
Santa Clara

2.d City and County Warning System

In order to disseminate warning from the San Francisco Warning Point, local communication channels are normally used. This is normally via local Public Safety communication channels, or in some instances, telephones. The State Warning Point will also relay warnings over the California Law Enforcement Teletype System (CLETS) to the San Francisco Police Department Communication Center. (see Attachment A-4-A, LOCAL ATTACK WARNING SYSTEM).

2.e Warning Devices

Local government is responsible for warning the population. In San Francisco, this is accomplished through the use of sirens strategically located throughout the City. The warning sirens are activated from a point that is staffed 24 hours a day.

2.f Dissemination of Attack Warnings

The Federal Warning Centers disseminate warning information to State Warning Points over NAWAS. State Warning Points disseminate the information received over NAWAS to the local warning points. Additionally, state agency radio systems, teletype and telephone circuits are used to ensure maximum dissemination. The local warning point further disseminates the warning over local Public Safety communication channels.

2.g Alerting and Warning Signals

(1) Attention or Alert Signal

The ATTENTION or ALERT signal is a 3 to 5 minute steady tone on sirens, horns or other devices. The ATTENTION or ALERT signal shall mean: "An emergency situation exists or is imminent. Listen to your local or area radio or television station for essential emergency information."

This signal is optional and is authorized by the City & County of San Francisco to get public attention in times of emergency.

(2) Attack Warning Signal

The ATTACK WARNING signal is a 3 to 5 minute wavering tone on sirens, or a series of short blasts on horns or other devices, repeated as often as indicated over the National Warning System or as deemed necessary by local authorities.

2.g Alerting and Warning Signals - cont'd.

The ATTACK WARNING signal indicates an actual attack against this country has been detected. THIS SIGNAL WILL BE USED FOR NO OTHER PURPOSE AND WILL HAVE NO OTHER MEANING. Everyone should take immediate protective action and listen to the area Emergency Broadcast System (EBS) radio station for subsequent instructions.

This signal is appropriate for the initial attack warning and such subsequent attack warnings as may be required.

(3) Testing Local Warning System

San Francisco's sirens are tested weekly - Tuesday at 12 noon - to assure they are operating properly and that the warning signals will be recognized by the public.

3. Peacetime Emergency Warning Systems

3.a Emergency Conditions and Warning Actions

Methods of warning state and local government of specific emergency conditions are described as follows:

(1) Seismic Sea Wave (Tsunami)

The NAWAS is a part of the Tsunami alerting system. Reports of major earthquakes occurring in the Pacific Basin, which might generate seismic sea waves, are transmitted to the Honolulu Observatory for evaluation.

The Observatory Staff determines action to be taken and relays it over the NAWAS circuits to inform and warn West Coast States. The State NAWAS circuit is used to relay information to coastal counties. The information is also transmitted to local jurisdictions over appropriate radio systems, teletype and telephone circuits to ensure maximum dissemination.

A Tsunami Watch Bulletin is issued if an earthquake has occurred in the Pacific Basin and could cause a Tsunami. A Tsunami Warning Bulletin is issued when an earthquake has occurred and a Tsunami is spreading across the Pacific Ocean. When a threat no longer exists, a Cancellation Bulletin is issued.

3.a Emergency Conditions and Warning Actions - cont'd.

(2) Flood

A flood emergency is normally preceded by a buildup period which permits assembly of resources required to meet the emergency. During the buildup period, State OES cooperates with the National Weather Service and the State Department of Water Resources by relaying pertinent weather information to local government officials.

State OES receives this information over selected circuits and relays it to OES Regions via the OES private line telecommunications system and to local governments via CLETS.

(3) Fire

Initial warnings of major conflagrations are normally issued through the Operational Area and/or OES Regional Fire Coordinator, using whatever means of communications are appropriate and available. Requests for mutual aid follow the same channels.

(4) Earthquake

State OES receives notification of earthquakes, as well as subsequent information and damage reports, from various sources, such as:

- o University of California Seismological Observatory, Berkeley,
- o State OES Regional Offices,
- o Local Governments,
- o Federal/State agencies,
- o Honolulu Observatory,

The information may be received via NAWAS, radio, teletype, and/or telephone, and would be further disseminated as appropriate, using any or all of these means.

(5) Other Emergencies

Warning and/or information concerning emergencies other than those cited above is disseminated using any appropriate system(s).

3.b Local Alerting, Notification and Warning

The local system for alerting the Emergency Management Staff, governmental forces, and supporting private organizations, is depicted in Attachment A-4-B, LOCAL ALERTING AND NOTIFICATION SYSTEM. The system for warning the public is depicted in Attachment A-4-C, LOCAL PEACETIME EMERGENCY WARNING SYSTEM.

Attachments:

- A-4-A San Francisco's Attack Warning System.
- A-4-B San Francisco's Alerting and Notification System.
- A-4-C San Francisco's Peacetime Emergency Warning System.

SAN FRANCISCO'S ATTACK WARNING SYSTEM

1. General

The San Francisco attack warning system's objective is to provide the City with an immediate warning of impending enemy attack. It is imperative that an adequate warning capability be maintained and that the public be kept fully informed concerning the warning system and lifesaving action prescribed herein.

2. Systems

A. Federal

- a. The City's National Warning System (NAWAS) warning point is located at the Central Fire Alarm Station (CFAS), 1003 Turk St. The warning point is manned 24 hours a day by Department of Electricity personnel. Additionally, a NAWAS monitoring station is located in San Francisco Office of Emergency Services' business office and is monitored during normal working hours.
- b. Emergency Broadcast System (EBS) - see Enclosure A-3, page 2

B. State

- a. The California Law Enforcement Radio System (CLERS), and the California Law Enforcement Telecommunications System (CLETS) are located at San Francisco Police Department communications. Hall of Justice, 850 Bryant Street.
- b. The State Local Government (LG) radio system utilizes three transmitting and receiving locations in San Francisco:
 - (1) San Francisco ECC - 1003 Turk Street.
 - (2) San Francisco Office of Emergency Services' business office, 1111 Market Street.
 - (3) Central Radio Station (CRS), Twin Peaks.
- c. The noted systems above comprise the California Warning System (CALWAS) as it relates to San Francisco.

2. Systems - cont'd.

C. City

a. Siren Warning System.

- (1) The public safety system consists of 52 sirens located throughout San Francisco. They are radio activated and controlled. The control point for the sirens is located at the City's warning point, 1003 Turk Street. See attached siren coverage maps.
- (2) Upon receipt of the "TAKE COVER" Attack warning from higher level government, the ATTACK WARNING signal will be sounded on the public warning sirens. This signal is a 3 to 5 minute wavering signal, repeated as necessary.
- (3) The City & County of San Francisco has a testing program for its siren warning devices; such devices are tested each Tuesday at 12:00 hours (noon).

b. Emergency Broadcast System (EBS)

Access into this system is through the Alameda County Emergency Operations Center, after the appropriate activation recognition code is given. Additionally, a locally controlled Base Station has been installed in the City's ECC which provides direct contact with the KNBR broadcast studio. The City's OES communication van also has the capability to access the EBS. The direct contact provides local input, by designated officials of the City, to the EBS studio.

SAN FRANCISCO'S ALERTING AND NOTIFICATION SYSTEM

1. General

The alerting and notification system objective is to provide governmental agencies and the public at large with immediate warning of impending danger. The integrity and viability of the warning system(s) is essential to the primary mission of the emergency organization in the saving of lives. It is imperative that an adequate warning capability be developed and maintained, and the public be kept fully informed concerning warning, use and prescribed lifesaving action(s).

2. Systems

A. Federal

- a. The National Warning System (NAWAS),
- b. The Emergency Broadcast System (EBS),

B. State

California Warning System (CALWAS),

- (1) California Law Enforcement Radio System (CLERS),
- (2) California Law Enforcement Telecommunications System (CLETS),
- (3) State Local Government (LG) system,

C. City

- a. Public Warning siren system, (LG) radio system,
- b. Local Government (LG) radio system(s),
- c. Mayor's Emergency Telephone System (METS) - City operated
- d. Public telephone system,
- e. Emergency Broadcast System (EBS),

3. Types of Warning - War Caused

A. Attack Warning

Notification to civil authorities and the public that an attack on the United States has been detected or is anticipated.

Notification to civil authorities and the public that an attack on the United States has been detected or is anticipated.

3. Types of Warning - War Caused - cont'd.

B. Accidental Launch

Notification to civil authorities and the public that a nuclear weapon/device has been accidentally launched.

C. Fallout Warning

Warns local authority of radioactive fallout hazard from a nuclear detonation.

4. Source of Initial Attack Warning

- A. Warning will be received from the Sacramento, State Office of Emergency Services Office.
- B. Persons authorized by the Director, San Francisco Office of Emergency Services to initiate the Emergency Notification Procedure will contact the Department of Electricity Fire Dispatcher on duty at the Central Fire Alarm Station (CFAS), (415) 861-8000 Ext. 270. The person will provide identification, give pertinent information as to the type emergency, and request that the Emergency Notification Procedure be initiated.

Persons authorized to initiate the notification procedure are:

- a. Mayor, or acting Mayor, and the Mayor's Executive Deputy.
- b. Director, San Francisco Office of Emergency Services.
- c. Chief Administrative Officer (CAO), or his Deputy.
- d. Chief, San Francisco Fire Department.
- e. Chief, San Francisco Police Department.
- f. General Manager, Department of Electricity.

5. Dissemination of Initial Attack Warning

- A. The Department of Electricity Fire Dispatcher on duty at the Central Fire Alarm Station, upon receipt of a warning from an authorized source, will initiate the Emergency Notification Procedure by telephoning:
 - a. The Officer in charge of the Fire Department Communications Dispatch Center, Tel. 861-8000 Ext. 272.
 - b. The Police Communications Bureau, Hall of Justice, Tel. direct line/call director.

5. Dissemination of Initial Attack Warning - cont'd.

- c. The City Hall Switchboard, Tel. direct line/switchboard (Dur-normal working hours).
- d. Central Emergency Hospital (C-Med), Tel. direct line/call director.
- e. Director, Office of Emergency Services, Tel. direct line.

B. Each of the above will notify:

a. FIRE DEPARTMENT

TELEPHONE NUMBERS

The officer in charge (SFFD) will further disseminate the warning notice by activating the SFFD paging system in group call mode and announce the nature of the emergency.

Key personnel of the SFFD call out list.	861-8000 Ext's.
Water Department, 24 hr. (Newcomb St.)	550-4911
24 hr. (Millbrae)	872-5900
PG&E, Emergency Operations Centers, 24 hr.	648/8360-282/3203
Municipal RR - Central Control, 24 hrs.	759-4327
Airport Communications.	876-2111
Emergency line 24 hours.	
Hetch Hetchy, 24 hr. (San Francisco-elec.)	558-5087
(Request Moccasin Power House also be notified, tel: 209-989-2431)	

b. POLICE COMMUNICATIONS BUREAU

Key personnel of the SFPD call out list.	As directed by Chief
Pacific Bell Telephone Co., 24 hr.	823-7777
A.T. & T. Co. 8:00 A.M. - 5:00 P.M.	330-3303
After 5:00 P.M.	800-242-2121
Port of San Francisco, 8:00 AM - 5:00 PM	391-8000
After 5:00 PM	
San Francisco School District, 8:00 AM to	565-9000
5:00 PM	

5. Dissemination of Initial Attack Warning - cont'd.

TELEPHONE NUMBERS

c. CITY HALL SWITCHBOARD - (working hours only)* #

# Executive Deputy to the Mayor,	554-6151
# Chief Administrative Officer (CAO),	554-4851
# Board of Supervisors (Clk. of Bd.)	554-5184
Director of Information (Mayor's Press Aide),	554-6141
# Department of Public Works,	554-6921
Civil Service (Gen. Mgr., -Pers),	554-4722
Purchasing Department (Dir.)	554-6210
City Attorney	554-4216
Department City Planning	558-4656

Notes: * Director of Emergency Services notifies the Mayor
After hours, personnel notified by SFPD paging/
radio system.

d. CENTRAL EMERGENCY HOSPITAL (C-Med)

Director, Department of Public Health,	554-2600
Coroner	553-1694
Hospitals:	
San Francisco General	821-8111
Laguna Honda	664-1580
Children's	750-6031
Chinese	982-2400
French	666-8000

d. CENTRAL EMERGENCY HOSPITAL (C-Med) - cont'd.

Hospitals

TELEPHONE NUMBERS

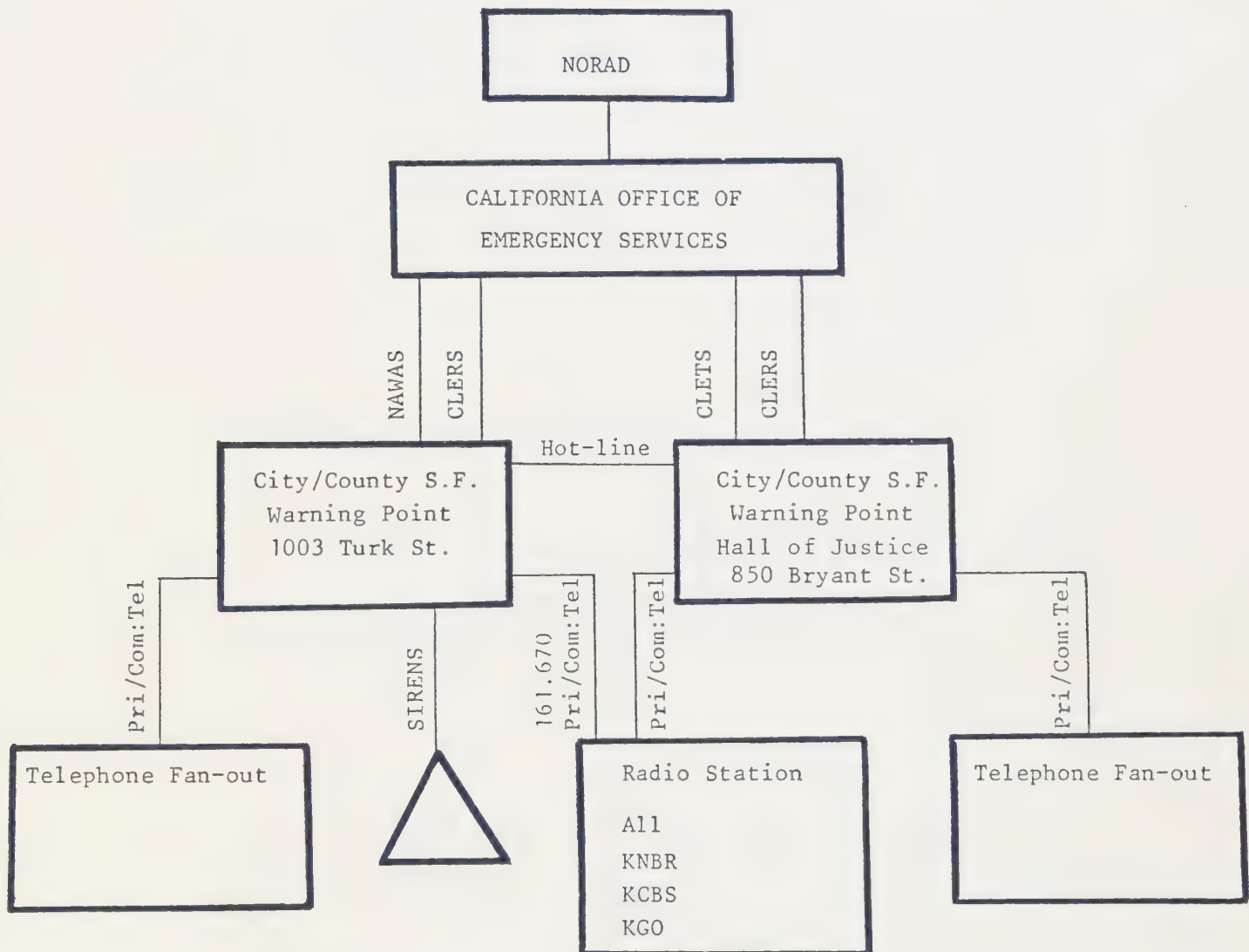
Garden Sullivan	921-6171
Kaiser	929-4000
Letterman Army	561-5771
Mt. Zion	885-7520
Marshall Hale	666-7800
Presbyterian	923-3333
Ralph K. Davies	565-6779
St. Francis	775-4321
St. Lukes	647-8600
St. Mary's	750-5700
Seton Medical	991-6455
Shriner's	665-1100
UC Medical Center	476-1037
VA Hospital	221-4810
Irwin Memorial Blood Bank	567-6400

e. DEPARTMENT OF ELECTRICITY

General Manager, Dept. of Electricity	558-4485
Chief, Communications Division	821-5594
Supt. Electrical	821-5587
Supt. Mechanical & Support Services	821-5583

WARNING DIAGRAM FOR CITY & COUNTY OF SAN FRANCISCO

ATTACK WARNING



Warning is received at the City & County warning points and disseminated as follows:

- A. Sirens sounded (when applicable)
- B. Transmit warning on City/County radio and telephone systems
- C. Notify radio stations

SAN FRANCISCO PEACETIME EMERGENCY WARNING SYSTEM

1. General

The local peacetime emergency warning system is to provide the City, and the public at large, with a warning system for impending danger. The integrity and viability of the warning system(s) is essential to the primary mission of the emergency organization in the saving of lives. It is imperative that an adequate warning capability be developed and maintained, and the public be kept fully informed concerning the warning, use and prescribed life-saving action(s).

Because earthquake and transportation accidents occur without prior warning, and are immediately identified, warnings for these type incidents are not under the umbrella of the City peacetime emergency warning system.

2. Systems

A. Federal

The National Warning System (NAWAS).

B. State

The California Warning System (CALWAS), Public Safety Systems.

- (1) California Law Enforcement Radio System (CLERS).
- (2) California Law Enforcement Telecommunications System (CLETS).
- (3) State Local Government (LG) radio system.

C. City

- (1) Public Warning Siren System.
- (2) Local Government (LG) radio system(s).
- (3) Mayor's Emergency Telephone System (METS), City owned/operated.
- (4) The Emergency Broadcast System (EBS).

The approved and authorized facilities and system within the EBS Operational Area are adaptable for use on a voluntary basis during peacetime emergencies posing a threat to the safety of life and property. The common broadcast program stations

2. Systems - cont'd.

for this area (San Francisco) are KNBR, KCBS and KGO. The San Francisco Office of Emergency Services (OES) maintains two (2) remote broadcast pick-up units (RBPUs) channelized on 161.760 MHz (primary) and 161.670 MHz (back-up). These units are available for emergency public broadcasting between the City Emergency Coordination Center (ECC) - Central Fire Alarm Station, 1003 Turks Street, the OES Emergency Communications Van (mobile unit), and the local broadcast stations.

(5) Public telephone system.

3. Types of Warning

A. Fallout Warning

Warns of radioactive fallout hazard from a nuclear power or radiac facility.

- (1) Fixed land facility.
(2) Shipboard accident.

B. Natural Disaster

- (1) Hazardous Material Incident.

301 Warrington

Tsunami warnings are normally originated by the Tsunami Warning Center at Honolulu Observatory, and disseminated through the State Warning Center - Sacramento - to coastal counties, that either an earthquake has occurred and a tsunami (seismic sea wave) may have been generated, or a tsunami has been generated. Information as to wave heights and arrival time at California coastal points is included or forwarded as available.

- (3) Conflagrations,
(4) Inundation - reservoir.

4. Operations

- A. Warning of a potential or actual disaster may be observed or related by emergency response personnel, received over NAWAS, CLERS, CLETS, and/or public safety radio systems.

4. Operations - cont'd.

- B. The City will use the siren alert system, as authorized by proper authority, and/or the news media - radio and TV - to alert the public and keep them informed. Stations KNBR, KCBS and KGO have agreed to provide this support for the City & County of San Francisco.
- C. The public, upon hearing the siren alert warning system - A CONTINUOUS SOUND, should immediately turn on the radio for additional alert information. It imperative, therefore, that news media contacts have pertinent public information, which is to be disseminated, prior to the sounding of the alert warning siren system.
- D. The City & County of San Francisco has a normal testing program for its siren warning devices; such devices are tested each Tuesday at 1200 noon.

SITUATION ANALYSIS AND REPORTING

1. Introduction

A major problem following a disastrous event is collecting and analyzing information on the nature, severity, and extent of damage, and reporting the results through established channels. The reported information will provide officials a logical basis for their decisions.

2. Concept of Operations

Following a disaster, City field units will promptly conduct a rapid reconnaissance of affected areas to determine the extent of damage and report the information to officials. In a large scale disaster (Level III), this information will be consolidated by the City and then be reported to the State Office of Emergency Services (OES) Mutual Aid Region 2, or State Coordination Center, when activated, where it will be further consolidated and reported to State OES Headquarters. Reports will be utilized to determine the distribution and severity of damage and will provide the basis for initiating response and mutual aid support.

Where required, these actions will be followed by a detailed assessment of damage, of both the public and private sector, with estimates (in dollar amounts) serving as the basis for the Governor's proclamation of a STATE OF EMERGENCY or the Governor's request to the President for a declaration of an EMERGENCY or MAJOR DISASTER. As required, the information will serve as the basis for allocation of state funds under the State Natural Disaster Assistance Act and/or the application of Federal disaster relief programs, the latter of which would be appropriate in event of a Presidential declaration.

3. Policies and Procedures

3.a Disaster Intelligence

In a major disaster there are three categories of disaster intelligence required:

- (1) Information necessary to determine operational problems and immediate needs of the victims. In the Immediate Impact Phase this information is the most important, and an overriding priority will be given to its collection. Collection of category (2) and (3) information (discussed below) will not be allowed to interfere with the determination of this category.

3.a Disaster Intelligence - cont'd.

- (2) Specific information on dollar amounts, economic impact, etc., which is collected in order to permit the Governor to request a declaration from the President under the provisions of the Federal Disaster Relief Act of 1974 (Public Law 93-288). The collection of this information is important but must not be accomplished until the needs of (1) above have been satisfied.
- (3) Information, in sufficient detail, which will be necessary to properly plan for both short and long range recovery. In the beginning, this item will have the lowest priority; however, it will assume the greatest importance once categories (1) and (2) have been discharged.

3.b Reconnaissance /Survey

An immediate survey of the area will provide a description of the situation which can then be evaluated and provide a determination as to general needs and course(s) of action to be taken. Such survey will normally be conducted as follows:

(1) Ground Surveys

City damage reconnaissance will usually be accomplished through ground surveys and will require the observation and reporting of damage, casualties, status of risk areas, and other facts necessary for effective decisions. This activity should include the inspection and reporting of the status of key facilities (e.g., utility substations, hospitals, etc.) which are essential to public welfare and safety. It should be followed up by processing and forwarding applicable information through established channels.

(2) Aerial Reconnaissance/Survey

Where capabilities exist and conditions permit, a rapid means of determining general damage levels can be provided through aerial survey. The following guidelines apply to the use of this method:

- (a) Damage assessment efforts will be expedited with aerial survey missions, using photographic and photogrammetric techniques where possible. All information obtained by aerial survey should be immediately provided to the City's Emergency Services Organization. These actions are essential, since relevant emergency operations cannot be effectively undertaken until damage reports have been interpreted.

(2) Aerial Reconnaissance/Survey - cont'd.

- (b) Aerial survey missions will be initiated at the City level, using available aircraft. Flights should be coordinated with State OES Mutual Aid Region 2 to avoid duplication of mission assignments. If local aircraft are not available, a request will be submitted to Mutual Aid Region 2 for support.

3.c Situation Reporting

Following the initial area survey, a series of reports will be required in order to provide detailed information to the various levels of government. Reports will normally originate at the City level. They will identify the area being reported on to include observed damage. Where no damage is observed, negative reports will be submitted. They will normally be submitted through channels and will consist of the following types of reports:

(1) Flash Reports

The first series of reports to be submitted, through channels, to the OES Headquarters in Sacramento will be Flash Reports. These will be verbal reports with the first being submitted as quickly as possible following a disaster.

(2) Situation Reports

A refined and detailed Situation Report will be prepared and submitted through channels every two hours, or as requested. This report will define affected areas, identify closed roads and highways, estimate the number of casualties, and provide other essential information. Reports will provide, as a minimum, the information contained in Attachment A-5-A, SITUATION REPORT FORM.

(3) Detailed Reports

Following the Situation Reports, government at all levels will require more detailed information, particularly that resulting from damage estimates and analysis. This type of information will materially assist the state and federal governments in determining the exact situation. The information should include: the total numbers of dead and injured; the amount of damage to both public and private facilities; and the type and relative priority of needed assistance. This information will be provided, along with a proclamation of a LOCAL EMERGENCY, if a request is made for the Governor to proclaim a STATE OF EMERGENCY.

3.d Damage Assessment

- (1) To support claims for public and private property losses under state and federal disaster recovery programs, the City will, as early as possible, conduct a detailed assessment of damage to both the public and private sector and submit reports to the State OES Mutual Aid Region 2 Office. (NOTE: Requests for assistance under the State Natural Disaster Assistance Act must be accompanied by damage assessment information relative to public property, excluding public property used solely for recreational purposes.)
- (2) Damage assessment shall be conducted through "at the scene" surveys by teams of qualified local inspectors representing both the public and private sectors. Where required, these local teams will be augmented by inspectors from appropriate state and federal agencies.

(NOTE: Costs related to damage assessment are not reimbursable under existing disaster relief laws.)

- (3) Individual Assistance damage assessment relates to estimates of damage to the private sector. Included are damages to homes, businesses, possessions, and other improvements. Public Assistance damage assessment involves damage to public facilities (public buildings, bridges, sewer facilities, roads, public schools, etc.). Included in this category are costs associated with emergency actions related to search and rescue, medical care, emergency shelter, feeding, relief and rehabilitation.
- (4) Complete details relative to the overall scope of damage assessment, to include forms, procedures, etc., are included in the State Disaster Assistance Procedural Manual (published and issued separately).

Attachment:

A-5-A Situation Report Form

Attachment A-5-A, Enclosure A-5

SITUATION REPORT FORM

Reporting Jurisdiction _____ Date/Time _____

1. Type of occurrence _____

2. Where it occurred _____

3. When it occurred _____

4. Jurisdiction/Area/Facility affected _____

5. Estimated number of persons:

Dead _____, Injured _____, Evacuated _____, Homeless _____
(1) (2) (3) (4)

6. Major highways/roads closed _____

7. Open adjacent airfields _____

8. Actions by Local Officials:

a. Proclamation of Local Emergency? Yes _____ No _____

b. Will a Governor's Proclamation be requested? Yes _____ No _____

c. EOC manned? Yes _____ No _____ Location _____

d. Communications available:

Telephone _____ TWX _____ CLETS _____

LG _____ Other _____

9. Mutual aid assistance requested? Yes _____ No _____

a. Personnel: Type _____ No. _____ From Where? _____

b. Equipment/Supplies: Type _____ From Where? _____

10. Special problems (such as fuel shortages, etc.) _____

Enclosure A-6

EMERGENCY PUBLIC INFORMATION

1. Purpose

This enclosure establishes the City's Emergency Public Information (EPI) Organization and prescribes procedures for:

- o The rapid dissemination of accurate instructions and information to the public during periods of emergency.
- o Response to media inquiries and calls from the public.
- o Establishment of a Media Center near the Emergency Coordination Center (ECC) for use by representatives of the print and electronic media.
- o Establishment of an On-Scene Public Information Team at the site of the incident.

2. Assumptions

During emergency situations:

- o The general public will demand information about the emergency situation and instructions on proper response/survival actions.
- o The media will demand information about the emergency. The local media, particularly radio, will perform an essential role in providing emergency instructions and status information to the public. Depending on the severity of the emergency, regional and national media will also demand information and may play a role in reassuring distant relatives of disaster victims.
- o Depending on the severity of the emergency, telephone communications may be sporadic or impossible. Local and regional radio/television stations without emergency power may also be off the air.
- o Demand for information will overwhelm the jurisdiction/staff if sufficient staff is not provided and properly trained.

3. Concept of Operations

EPI activities during emergencies are summarized below for each period and phase. Actions to be taken by the City's Public Information Officer (PIO) and EPI staff are provided in detail in Attachment A-6-A, PUBLIC INFORMATION OFFICER CHECKLIST.

3.a Pre-Emergency Period

Normal Preparedness Phase

During this phase, emphasis will be placed on preparing and maintaining plans, Standing Operating Procedures (SOPs), checklists and contact lists; developing sample news releases, radio/television messages, emergency instructions, periodic status reports, etc., requiring only the particulars to be inserted; and on organizing and training EPI Staff.

Increased Readiness Phase

Increased readiness actions will include alerting staff and reviewing and updating plans, SOPs, checklists and contact lists, as well as reviewing, updating, and completing pre-prepared radio/TV messages, news releases, emergency instructions, etc. There may be a need to respond to inquiries from the media and public.

3.b Emergency Period

During all emergency operations, the City's PIO will serve as the dissemination point for all media releases. Other agencies wishing to release information to the public must coordinate through the City's PIO.

Pre-Impact Phase

EPI functions during this phase will involve warning the public of an imminent hazard and providing instructions on protective actions to be taken to avoid the hazard or reduce its impact. EPI Staff will be mobilized, as necessary, and emergency information will be disseminated to the public in the following priorities (see Attachment A-6-B, EMERGENCY PUBLIC INFORMATION PRIORITIES, for details):

- (1) Lifesaving/health preservation instructions.
- (2) Emergency status information.
- (3) Other useful information.

Immediate Impact Phase

During this phase, the mobilization of the City EPI Organization will be based upon the criteria under which the City Emergency Operation Plan will be activated. The following conditions will dictate this activation:

- o Upon proclamation of a LOCAL EMERGENCY as defined under Section 7.1.(b), San Francisco Administrative Code.

3.b Pre-Impact Period - Immediate Impact Phase cont'd.

Staff manning level(s) will be determined by the Mayor's Press Aide in coordination with the Director, Office of Emergency Services.

- o When the Governor has proclaimed a **STATE OF EMERGENCY** for San Francisco or the San Francisco Bay Region.
- o Upon proclamation of a **STATE OF WAR EMERGENCY**.
- o Upon a Presidential declaration of National Emergency.

Emergency instructions/information will be provided to the public in the priorities noted under the Pre-Impact Phase noted above. The Media Center will be opened and an On-Scene Public Information Team(s) will be dispatched, as might be deemed appropriate to the situation.

Sustained Emergency Phase

During this phase, applicable EPI will continue to be released, along with damage assessment figures when available.

3.c Post-Emergency Period (Recovery)

During this period, appropriate information will continue to be released, particularly on the restoration of essential services, travel restrictions and assistance programs available. When time allows, actions taken during the emergency will be assessed and the EPI Plan and checklist revised as necessary.

4. California Emergency Public Information System

The California Emergency Public Information System includes City, County, Office of Emergency Services (OES) Mutual Aid Region 2, State and Federal PIOs and public information representatives from private agencies. The scope of the emergency will determine how many levels of the system become actively involved in EPI release.

The City and County PIO will release locally and will provide status information to PIOs at the next higher level of government (State). They should coordinate in advance with the public information representatives of local private agencies such as the American Red Cross, Salvation Army and utilities, so that mutual needs may be fulfilled during emergencies.

4. California Emergency Public Information System - cont'd.

When the OES Emergency Public Information Organization at the OES Headquarters in Sacramento is activated, PIOs will be assigned to OES Mutual Aid Region 2 to gather status information from the City and provide it to the State OES PIO. Mutual Aid Region 2 PIOs may reply to media calls, and will relay information from the state and federal levels to the City PIO.

The State OES PIO will summarize the disaster situation for the media and report on state agency response activities. The State OES PIO will also establish statewide Emergency Broadcast System (EBS) programming, keep the Federal Emergency Management Agency (FEMA) PIO informed of developments, and provide EPI Staff support to San Francisco on request. The State OES PIO will coordinate releases pertaining to San Francisco with the City's PIO Staff PRIOR to dissemination to the news media. When prior coordination is not feasible, the City's PIO will be informed at the earliest possible opportunity.

The FEMA PIO will provide information on federal response efforts and federal assistance programs and may provide EPI Staff support to the state upon request.

5. The San Francisco EPI Organization

The City Emergency Public Information Organization will be under the direction of the Mayor's Press Aide. The organization will function on a 24 hour basis during declared emergencies and will consist of four elements: 1) Emergency Information/Rumor Control Section; 2) Non-Emergency Information/Visitor Control Section; 3) On-Scene Public Information Team(s); and 4) Administrative Support Section. (see details in Attachment A-6-C, SAN FRANCISCO EMERGENCY PUBLIC INFORMATION ORGANIZATION.)

6. Communications

If functioning, the City PIO Staff will rely on commercial telephone for dissemination of information to the media and for responding to direct inquiry. The PIO should ensure that sufficient telephone circuits are installed to handle incoming calls (at least three lines for media inquiry only) and to allow the media to relay information. The PIO should arrange for a least one unlisted, outgoing line, not on rotary, for his/her exclusive use. Should telephones be out of service or unavailable, the Radio Amateur Civil Emergency Service (RACES) should be considered for use as a communications resource to transmit EPI messages. Provision for this support must be made in advance and a list of trained RACES operators maintained. The City will activate, or request activation of, local EBS stations following established EBS procedures (see Attachment A-6-E).

6. Communications - cont'd.

Local commercial radio is the most rapid means of communicating emergency information to the public; however, EPI may need to be disseminated in a number of ways, including:

- o Regional commercial radio stations whose signals reach the stricken area (if local stations are off the air).
- o Television stations (including cable).
- o Newspapers.
- o Special EPI supplements to newspapers.
- o Leaflets distributed by volunteers.
- o Public safety loudhailer.
- o Personal contact.

7. Media Access Privileges

7.a Ground Access

California Penal Code Section 409.5 (see extract in **Attachment A-6-D, MEDIA ACCESS REGULATIONS**) permits access by accredited reporters to areas which are closed to the public after disasters. The California Peace Officers' Association suggests that "In general, authorized members of the news media are to be permitted free movement in the area as long as they do not hamper, deter, or interfere with the law enforcement or public safety functions". If access restrictions for the media are unavoidable in the opinion of the authority in charge of the incident/disaster, a "pool" system may be established. Reporters on-scene should be permitted to select one representative from each medium (radio, television, newspaper, wire service) and from each level of coverage (local, regional, national, international) to be escorted into the area. Reporters will then share information, photographs, and video/audio tape with other accredited reporters. If access by the media must be denied or restricted for any reason, a complete explanation must be given.

7.b Air Access

Federal Aviation Administration Regulation 91.91 (see extract in **Attachment A-6-D**) covers temporary flight restrictions during incidents/disasters and

* Law Enforcement Media Relations Model Manual, California Peace Officers' Educational Research and Training Foundation, 1982, p.8.

7.b Air Access

sets forth procedures which pilots of media and other aircraft must follow. Permission to fly over incident sites may be denied if such flights will pose a significant hazard to the rescue/response activities and the general public.

Attachments:

- A-6-A Public Information Officer Checklist.
- A-6-B Emergency Public Information Priorities.
- A-6-C San Francisco Emergency Public Information Organization.
- A-6-D Media Access Regulations.
- A-6-E Emergency Broadcast System Procedures.

Attachment A-6-A, Enclosure A-6

PUBLIC INFORMATION OFFICER CHECKLIST

Below are suggested actions to be taken by the City Public Information Officer (PIO) and/or Emergency Public Information EPI Staff during the various emergency periods and phases.

1. During All Periods and Phases

- o Ensure that all information is clear, concise, confirmed, and approved by appropriate authority before release to the media or public. DO NOT release unconfirmed information or speculate on the extent of the emergency, despite repeated urging by reporters to do so. Never hesitate to say, "I don't know but I'll find out".
- o Monitor published and broadcast EPI for accuracy. Correct serious misinformation whenever possible.
- o Provide sufficient staffing and telephones to efficiently handle incoming media and public calls and to gather status information.
- o Provide information to the public according to the priorities listed in **Attachment A-6-B, EMERGENCY PUBLIC INFORMATION PRIORITIES.**
- o Ensure that official spokespersons are thoroughly briefed about all aspects of the emergency situation.
- o Keep the Commander, Emergency Services Organization (Mayor) informed of all actions taken or planned.
- o Keep PIOs at other government levels apprised of information released
- o Maintain an EPI release log and a documentary file of all information, instructions and advice released to the public.

2. Pre-Emergency Period

2.a Normal Preparedness Phase

- o Prepare and add supporting documents, SOPs, checklists, and sample EPI materials as necessary to fully complement and complete the City EPI Plan.
- o Review plan periodically and update it as changes occur.
- o Assign EPI Staff and conduct training exercises on a regular basis. Consideration should be given to training more personnel than required in case the primary EPI Staff, particularly the PIO, are injured or unable to report for duty.
- o Coordinate with community PIOs and invite them to supplement EPI Staff during emergencies, if possible.
- o Coordinate with private response agency PIOs (American Red Cross, Salvation Army) and utility company (PG&E) so that mutual needs may be fulfilled during emergencies.

2.a Normal Preparedness Phase - cont'd.

- o Ensure that response personnel are aware of the need to promptly inform EPI Staff of all response actions taken during emergencies, and the necessity to provide a spokesperson for the media.
- o Maintain media contact lists. Maintain working relationships with local media representatives and share with them the details of this plan and their responsibilities under the plan. Determine media accreditation and visitor control procedures in coordination with fire/law authorities and the Director, Office of Emergency Services
- o Maintain working relationships with PIOs at other government levels. Maintain telephone contact lists.
- o Ensure that all agencies in the City are aware that they must coordinate release of emergency information through the City PIO.
- o Periodically review Emergency Broadcast System (EBS) procedures. Develop stock messages with blanks that can be filled in quickly during emergencies.

2.b Increased Readiness Phase

- o Review and update this plan.
- o Alert EPI Staff to the situation and make tentative shift assignments.
- o Arrange for inspection and installation of communications equipment and other supplies/equipment necessary for EPI functions, including television, radio, maps, automatic telephone answering equipment (if available), display charts, and status boards.
- o Respond to media and public calls.
- o Review appropriate stock EPI material, including EBS messages.
- o Review EPI priorities.
- o Make initial contact with PIOs at other government levels.

3. Emergency Period

3.a Pre-Impact Phase

- o Mobilize the EPI Organization staffing level to the degree determined appropriate to the situation; coordination with the Director, Office of Emergency Services should be considered a part of the determining factors. Determine shift assignments, and brief EPI Staff on the current situation.
- o Request EPI Staff support from the next higher level of government or from among the private sector and community PIOs, from the City Manpower Element (Civil Service), or arrange to hire temporary personnel, as necessary.

3.a Pre-Impact Phase - cont'd.

- o Release emergency instructions/information to the public as necessary
- o Release general survival/self-help information as appropriate.
- o Release "media only" telephone numbers and public number. Respond to media/public calls. Record telephone messages for media and public hotlines (if capability exists) and update as the situation changes. Release hotline numbers.
- o Open a Media Center if reporters begin to arrive at the Emergency Coordination Center.

3.b Immediate Impact Phase

The following checklist is intended to be complete for EPI response to emergencies that occur without warning. It includes tasks listed under other phases:

- o Mobilize the EPI Organization commensurate with the situation, and in coordination with the Director, Office of Emergency Services. Determine and inform mobilized staff of shift assignments. Brief shift on status of emergency situation. Arrange for installation of equipment and availability of supplies for EPI functions, including television, radio, telephones, maps, charts and status boards.
- o Request EPI support from next higher level of government or from private sector or community PIOs, or arrange for temporary hire personnel, as necessary (from City Manpower Element - Civil Service).
- o Dispatch On-Scene Public Information Team(s), if appropriate, to: establish media control point near incident site; maintain liaison with the Incident Commander; arrange interviews and media tours of disaster area, if such action will not hinder response efforts.
- o Determine status of local media outlets and telephone service. Set up an information relay system if telephones are not in service.
- o Release emergency instructions/information to the public as necessary through the media using Media Contact List. Release appropriate general survival/self-help information. Release "media only" telephone numbers. Record telephone messages for media and public hotlines, if capability exists, and update as the situation changes. Release hotline numbers.
- o Follow EBS procedures if system is activated.
- o Respond to media/public inquiry.
- o Open Media Center. Maintain Media Center status boards and maps. Post hard copy of news releases.
- o Gather information on the emergency situation and response actions and maintain EPI status boards and maps. Monitor ECC status boards and resolve conflicts. (PIO should attend periodic ECC briefings and policy meetings.)
- o Consider additional methods of distributing emergency instructions as required.

3.b Immediate Impact Phase - cont'd.

- o Arrange media briefings/press conferences on a regular or "as needed" basis. Arrange for official spokesperson. Announce briefing times. Arrange media tours/filming (one crew at a time) of ECC and interviews with ECC spokesperson(s), if such action will not hinder ECC activities and response efforts.
- o Produce news releases as required.
- o If the State Office of Emergency Services is involved in response, make situation reports to OES Region 2 PIO (3 times per day) and provide hard copy of news releases, if possible, for relay to State OES Headquarters.
- o Provide EPI in foreign languages as required.
- o Receive and handle nonemergency calls. Relay calls to other ECC Staff as appropriate.
- o Greet and badge visitors. Conduct situation briefings for visitors. Arrange accommodations and transportation for official visitors and media as necessary.
- o Work with the American Red Cross to release information on procedures for determining the status of relatives/friends in the disaster area.

3.c Sustained Emergency Phase

- o Perform all of the above tasks as applicable.
- o Release information about approved vantage points from which persons may view the destruction. In choosing viewing areas, consideration must be given to safety, traffic flow and availability of parking areas. (Sightseers must always be discouraged, but, considering human nature, are unavoidable. Giving them an authorized place to go will help keep them away from hazard areas where they may be injured)
- o Release damage assessment figures when obtainable.
- o Periodically check information staff for signs of agitation or fatigue and reassign or relieve them if possible.

4. Post-Emergency Period

- o Continue to release status information on request.
- o Accommodate state and federal information officers and assist them in releasing information on assistance programs if requested to do so.
- o Release information on restoration of utilities and any travel restrictions still in effect.
- o Gather all records kept during all phases of the emergency and prepare a chronological summary of events, actions taken, inquiries and responses. Collect newspaper clippings and TV videotapes, if available.
- o Survey EPI and ECC Staffs and the local media for suggestions to improve EPI response procedures and checklist in future emergencies.

Attachment A-6-B, Enclosure A-6

EMERGENCY PUBLIC INFORMATION PRIORITIES

1. Lifesaving/Health Preservation Instructions

- o What to do (and why).
- o What not to do (and why).
- o Information (for parents) on status and actions of schools (if in session).
- o Hazardous/contaminated/congested areas to avoid.
- o Curfews.
- o Road, bridge, freeway overpass, and reservoir conditions, and alternate routes to take.
- o Evacuation.
 - Routes.
 - Instructions (including what to do if vehicle breaks down).
 - Arrangements for persons without transportation.
- o Location of mass care/medical/coroner facilities, food, safe water.
- o Status of hospitals.
- o First aid information.
- o Firefighting instructions.
- o Emergency telephone number(s) (otherwise request people not to use telephone). Stress to out-of-area media that people should NOT telephone into the area. Lines must be kept open for emergency calls.
- o Instructions/precautions about utility use, sanitation, how to turn off utilities.
- o Essential services available--hospitals, grocery stores, banks, pharmacies, etc.
- o Weather hazards (if appropriate).

2. Emergency Status Information

- o Media hotline number. Public hotline number.
- o Description of the emergency situation, including number of deaths injuries, property damage, persons displaced.
- o Description of government and private response efforts (mass care, medical, search and rescue, emergency repair, debris clearance, fire/inundation, etc.).
- o Any of the priority 1 information in summary form on a "nice to know" rather than "vital to know and act upon" basis.
- o Status of local and Governor's Proclamation, Presidential Declaration.
- o Where people should report/call to volunteer.

2. Emergency Status Information -cont'd.

- o How people in other areas can obtain information about relatives/friends in the disaster area (coordinate with Red Cross on release of this information). How disaster victims can locate family members.

3. Other Useful Information

Usually this type of information will be released in the Post-Emergency Period because of lack of time and other priorities during other phases.

- o State/Federal assistance available.
- o Disaster Assistance Center(s) opening dates/times/location(s).
- o Historical events of this nature.
- o Charts/photographs/statistics from past events.
- o Human interest stories.
- o Acts of heroism.
- o Historical value of property damaged/destroyed.
- o Prominence of those killed/injured.

CITY EMERGENCY PUBLIC INFORMATION ORGANIZATION

1. General

The City and County of San Francisco does not have a centralized public information office. There is a press aide in the Mayor's Office and each City department has or designates a Public Information Officer to respond to departmental issues.

Recognition is made of the fact that the role of public information will dramatically change in event of disaster. Under this circumstance, the importance for a single coordinated source and/or point of information necessitates the need for a City Emergency Public Information (EPI) organization. When the situational requirement develops the need for activation, the organization will be directed and function under the Mayor's Press Aide.

The departmental information and public relations personnel will be integrated, under the Press Aide, and become the staff nucleus for the EPI organization of the City. (see Exhibit 3, PERSONNEL RESOURCES FOR STAFFING EMERGENCY PUBLIC INFORMATION ORGANIZATION).

2. Organization

The following is the City Emergency Public Information (EPI) Organization and includes responsibilities of each of its four elements. The PIO will determine the minimum number of staff required for each element - for all three shifts to maintain 24-hour operations. The number of staff to be activated will be dictated by the type disaster and the identified level of the disaster. (see paragraph 3.b, Concept of Operations, Enclosure A-6).

As soon as possible, after the onset of an emergency, the PIO will mobilize the EPI organization, request additional staff support as required, and set up a communication information relay system as necessary to meet the operational requirements of the situation. When activated, the EPI organization will be supervised by the Mayor's Press Aide, or alternate. The organization will operate on a 24-hour - 3 shift basis, as appropriate to the situation. Each shift will be of nine hours duration allowing for a one-hour overlap for update/status briefings.

3. Organization Elements

3.a City Public Information Officer

Responsibilities

- o Ensure all information is clear, concise, confirmed, and timely.
- o Provide staffing to handle incoming media and public inquiries.
- o Provide information to public and media according to developed priorities.
- o Develop an information organization.
- o Develop operating procedures.
- o Mobilize the Emergency Public Information Organization to meet the situation.
- o Release information as necessary.

3.b Emergency Information/Rumor Control Section

Responsibilities

- o Release emergency instruction/information to public and media through all available means.
- o Receive calls over media and public access telephone lines.
- o Obtain status reports, as appropriate, and relay to the ECC Staff. Make status boards for the Section.
- o Prepare news release items.
- o Update information as situation changes

3.c Non-Emergency Information/Visitor Control Section

Responsibilities

- o Receive and handle non-emergency calls and inquiries.
- o Greet and badge visitors.
- o Conduct situation briefings for visitors, VIPs, and media.
- o Maintain status boards in the Media Center.
- o Provide/arrange for escorts into the disaster area(s).
- o Arrange transportation and accommodations for official visitors.
- o Assist the Emergency Information/Rumor Control \section, as required

3.d On-Scene Public Information Team(s)

Responsibilities

- o Establish media control point away from, but in vicinity of Incident Commander.
- o Request cooperation of media in working within established "ground rules."

3.d On-Scene Public Information Teams(s) - Responsibilities cont'd.

- o Brief media.
- o Maintain liaison with Incident Commander.
- o Arrange for interviews when requests can be accommodated.
- o Keep Rumor Control/Emergency Information Section apprised of situation at incident scene.

3.e Administrative Support Section

Responsibilities

- o Provide administrative support to EPI Organization.
- o Provide/arrange for foreign language translators as required.
- o Ensure Media Center is operational.
- o Arrange details for press conferences and media briefings.
- o Assist in securing accommodations, if necessary, for VIPs and media
- o Assist other EPI sections as necessary.

4. Staffing

4.a General

Personnel necessary to augment the EPI Organization will come from those departments which are authorized, under current manning/staffing authorization, Public Information Sections or personnel; additionally, departments which have designated personnel to act in this role will also be available upon concurrence of the head of department. (see Exhibit 3, **PESONNEL RESOURCES FOR STAFFING EMERGENCY PUBLIC INFORMATION ORGANIZATION**).

Each of the EPI Organization Sections will require a Section Chief and two alternates for shift coverage. For extended operation, personnel augmentation, acquired through the Manpower Element (Civil Service), and temporary hire personnel, if approved, can be trained to answer routine media and public inquiries under supervision of the Section Chiefs or alternates.

Consideration for staffing should be directed to using: Department of City Planning personnel for development and posting of status boards and charts; Police Department for accreditation/verification and badging of visitors, media, etc.; Muni Ry and Purchaser representatives to work

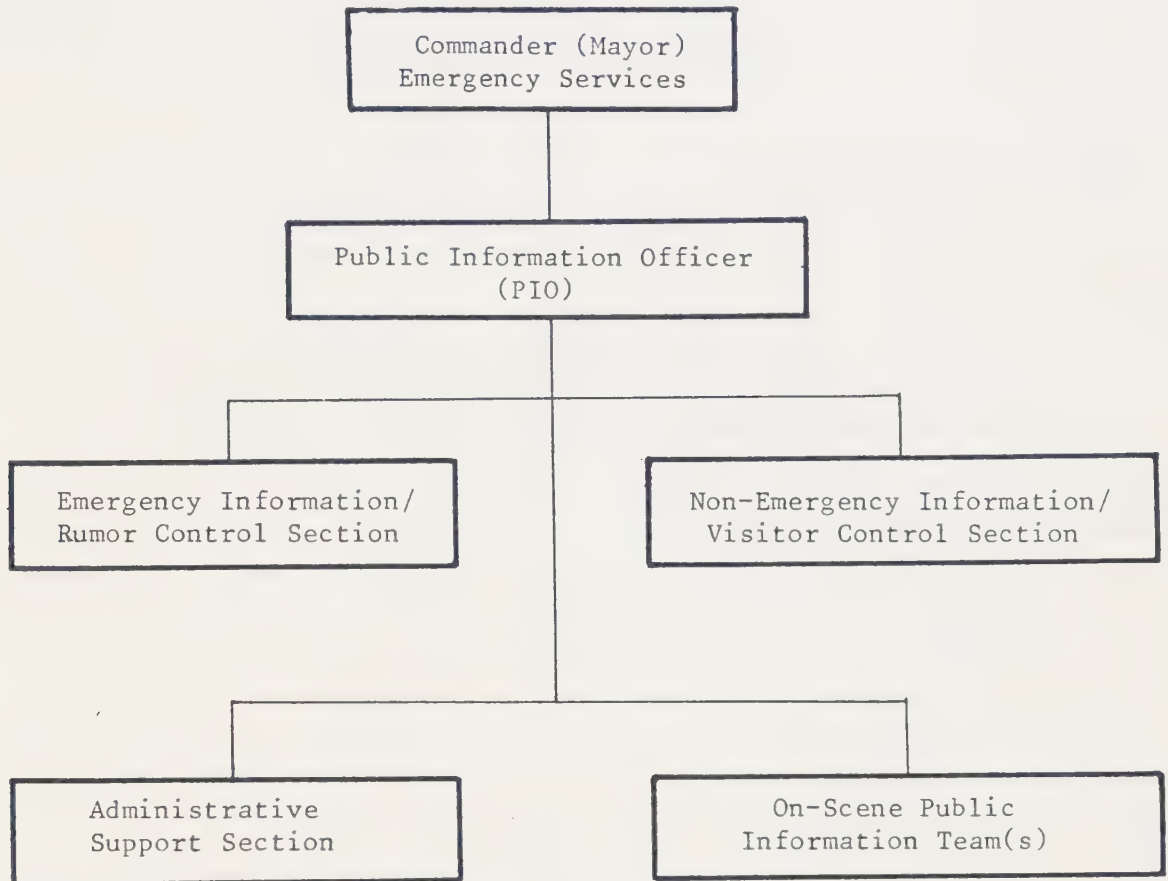
4. Staffing - General cont'd.

in the Administrative Support Section; additional representatives from the private sector - PG&E, Red Cross, and Salvation Army as well as California Highway Patrol and military should be utilized in the Media Center.

Exhibits:

1. City Emergency Public Information Organization Chart.
2. Media Center.
3. Personnel Resources for Staffing Emergency Public Information Organization.
4. Media Accreditation and Visitor Control Procedures
(To be developed)

CITY EMERGENCY PUBLIC INFORMATION ORGANIZATION CHART



MEDIA CENTER

The Emergency Coordination Center (ECC) for the City and County of San Francisco does not have the space capability, within the facility, to accommodate the needs of the Emergency Public Information (EPI) Organization. Additionally, the capacity to accommodate any media requirements does not exist.

The need for a location to develop a Media Center is recognized, but it will have to be located at a site away from the City's ECC. Facilities identified in proximity to the ECC are:

Local Government

- o John Swett School - 727 Golden Gate Avenue,
- o Polk Hall - Civic Auditorium - Grove & Polk Sts.
- o Larkin Hall - Civic Auditorium - Grove & Larkin Sts.
- o War Memorial - 401 Van Ness Avenue.

Private Sector

- o Cathedral Hill Hotel - Van Ness Avenue & Geary St.
- o Golden Gateway Holiday Inn - Van Ness Avenue & Pine St.

The premise for locating the Media Center will be dictated by the situation

- o Type disaster.
- o Level of disaster declaration.
- o Availability of noted facilities or alternatives.
- o Desire(s) of City Administration.

Equipment and communication needs will necessitate expeditious evaluation, coordination and response by appropriate agencies - public and private. The "needs" will be determined and developed by the City PIO (Mayor's Press Aide), and once in place will be under his/her functional supervision.

Exhibit 3, Attachment A-6-C

PERSONNEL RESOURCES FOR STAFFING EMERGENCY
PUBLIC INFORMATION ORGANIZATION

<u>City Department</u>	<u>Current Staff Position</u>	<u>Number</u>	<u>Telephone Contact</u>
Mayor's Office	Public Relations/ Press Aide or as designated.	2	554-6147
Dept. Public Works Clean Water Project	As designated by Mgr. Clean Water Project	2	431-9430 558-2131
San Francisco Fire Department	Chief, Mgmt. Svcs. or as designated by Chief of Dept.	1	861-8000 X250
San Francisco Police Department	As designated by Chief of Dept.	2	553-1651
Dept. Public Health	As designated by Dir. Public Health	1	554-2600
Municipal Ry	Dir. of Information Public Relations Off.	1 1	923-6125
Recreation & Park Department	Ass't. to Gen. Mgr. (Public Services)	1	558-4268
Community College District	Public Relations Off.	1	239-3081
San Francisco Air- port	Dir. Bureau of Com- munity Affairs	1	761-0800
San Francisco Unified School District	Ass't. to Supt. or as designated	1	565-9000
San Francisco Water Department	Public Relations Off.	1	558-3616

Personnel Resources List - cont'd.

Higher Level Government	Current Staff Position	Number	Telephone Contact
State DES	As designated by State PIO,	-	671-4908
California Highway Patrol	Public Affairs Off. as designated by Commander San Fran- cisco Area,	1	557-1094
<u>Private Sector</u>			
Pacific Gas & Elec.	Public Affairs Off.	1	972-8480
Red Cross	Public Affairs Off.	1	776-1500
Salvation Army	Community Relations Officer	3	Day:863-6520 X35 Night:863-1881

MEDIA ACCESS REGULATIONS

The following are extracts from Government Codes and Regulations relating to the granting of access to the media to closed or restricted areas during incidents and disasters:

California Penal Code

Section 409.5 Power of peace officers to close areas during emergencies; Entering or remaining within area as misdemeanor; Exception as to newspaper representatives, etc.

(a) Whenever a menace to the public health or safety is created by a calamity such as flood, storm, fire, earthquake, explosion, accident or other disaster, officers of the California Highway Patrol, California State Police, police departments or sheriff's office, any officer or employee of the Department of Forestry designated a peace officer by subdivision (f) of Section 830.3, and any officer of the Department of Parks and Recreation designated a peace officer by subdivision (i) of Section 830.3 may close the area where the menace exists for the duration thereof by means of ropes, markers, or guards to any and all persons not authorized by such officer to enter or remain within the closed area. If such a calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions which are set forth above in this section.

(b) Officers of the California Highway Patrol, California State Police, police departments, or sheriff's office or officers of the Department of Forestry designated as peace officers by subdivision (f) of Section 830.3 may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions which are set forth in this section whether or not such field command post or other command post is located near to the actual calamity or riot or other civil disturbance.

(c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) and (b) and who willfully remains within such area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.

(d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.

Federal Aviation Regulation

Subpart B - Flight Rules

Section 91.91 Temporary Flight Restrictions

(a) Whenever the Administrator determines it to be necessary in order to prevent an unsafe congestion of sight-seeing aircraft above an incident or event, which may generate a high degree of public interest, or to provide a safe environment for the operation of disaster relief aircraft, a Notice to Airmen will be issued designating an area within which temporary flight restrictions apply.

(b) When a Notice to Airmen has been issued under this section, no person may operate an aircraft within the designated area unless--

(1) That aircraft is participating in disaster relief activities and is being operated under the direction of the agency responsible for relief activities;

(2) That aircraft is being operated to or from an airport within the area and is operated so as not to hamper or endanger relief activities;

(3) That operation is specifically authorized under an IFR ATC clearance;

(4) VFR flight around or above the area is impracticable due to weather, terrain, or other considerations, prior notice is given to the Air Traffic Service facility specified in the Notice to Airmen, and en route operation through the area is conducted so as not to hamper or endanger relief activities; or,

(5) That aircraft is carrying properly accredited news representatives, or persons on official business concerning the incident or event which generated the issuance of the Notice to Airmen; the operation is conducted in accordance with 91.79 of this chapter; the operation is conducted above the altitudes being used by relief aircraft unless otherwise authorized by the agency responsible for relief activities; and further, in connection with this type of operation, prior to entering the area the operator has filed with the Air Traffic Service facility specified in the Notice to Airmen a flight plan that includes the following information:

- (i) Aircraft identification, type and color.
- (ii) Radio communications frequencies to be used.
- (iii) Proposed times of entry and exit of the designated area.
- (iv) Name of news media or purpose of flight.
- (v) Any other information deemed necessary by ATC.

EMERGENCY BROADCAST SYSTEM PROCEDURES

1. General

The City & County of San Francisco is part of the Bay Counties Emergency Broadcast System Operational Area.

It is essential that emergency public information be expeditiously disseminated within the operational area to ensure maximum public awareness. When EBS is activated all stations in the operational area will broadcast a common program. Three common program control stations have been designated in the Bay Area. KNBR 680 KHz (KYUU FM 99.7 MHz) is designated the Control Station with KCBS 740 KHz as alternate #1, and KGO 810 KHz as alternate #2.

2. Operational Considerations

2.a Priorities

Federal authorities have identified four priorities as follows:

- o Presidential messages announcements. (These reports will be aired live)
- o Local messages/announcements.
- o State messages/announcements.

The primary responsibility of emergency services and broadcasters is to the population within the operational area. Emergency information requiring immediate and positive action required to save lives will take precedence over all other programming.

- o National news.

2.b Common Program Entry Point

The Alameda County Emergency Operation Center has been designated as the common program entry point for the Bay Counties EBS Operational Area.

2.b.1 Message Categories

- o ONE - Immediate and positive action to save lives.

2.b.1 Message Categories - cont'd.

- o TWO - Action required to protect lives and property, and/or instructions to the public requiring expedient dissemination.
- o THREE - All other information to the public.

3. EBS Activation

Designated local government officials, i.e. Mayor or designated alternate; Director, Office of Emergency Services; Police Chief; Fire Chief are authorized to access the EBS in event of emergency.

Upon appropriate identification and announcement of the Authentication Code, for the day, the Alameda County EBS entry point will effectuate the link into the Control Station.

Enclosure A-7

RADIOLOGICAL PROTECTION

1. Introduction

This enclosure establishes the basic operational concepts, responsibilities, and techniques to support governmental efforts to save lives and minimize radiation effects in the event of an emergency involving radioactive materials associated with power plant accidents, hazardous materials incidents, and fallout following a nuclear attack. It describes a system which consists of radiation monitoring to detect, measure, and report radiation intensities and the related staff actions to receive, analyze, and evaluate the information, which could be used by decision-making officials in determining appropriate countermeasures to minimize personal exposure.

2. Situation

2.a Nuclear Defense Emergencies

Any area of the state could experience the effects of fallout following a nuclear attack. The extent and intensity of fallout will depend on the number of weapons used; their distribution, yield, and altitude of detonation; the composition of buildings or surface under the burst; surrounding topography; and the weather.

Fallout emits ionizing radiation which could cause numerous casualties, reduce the vigor of exposed persons, prevent and/or delay post-attack emergency operations, and deny use of some areas and vital facilities.

Reduction of those consequences will depend on government's capability to detect, measure, evaluate, and disseminate this information to those in jeopardy.

Details on radiological protection operations in Response to War Emergency are provided in **Attachment A-7-A, MANAGING EMERGENCY OPERATIONS**.

2.b Peacetime Emergencies

The widespread and rapidly increasing industrial and commercial use and transportation of radioactive materials have increased the possibility of radiological accidents. Accidents may occur in facilities where radioactive materials are used, processed, stored, and during transportation. An accident at a commercial nuclear power reactor would, for example, represent a threat to public health and safety of people residing near the facility.

2.b Peacetime Emergencies - cont'd.

The transportation of radioactive materials on many of the Nation's highways and railroads extends this hazard to many communities. Peacetime accidents involving radiological materials are likely to be confined to a relatively small area, and City officials can reasonably expect to receive state and federal assistance after the accident.

3. Concept of Operations

3.a Nuclear Defense Emergencies

Radiological protection operations will incorporate fallout shelter as a survival countermeasure to be employed during and after an attack. Radiological protection system preparations required to support operations during nuclear defense emergencies include provisions for:

- o Relocating trained Radiological Monitors (RM) and resources.
- o Accelerating RM training during the crisis.
- o Procuring and redistributing radiological monitoring instruments.
- o Developing a state aerial monitoring and reporting system.
- o Transferring direction of relocated state monitoring resources temporarily to local government at time of attack.
- o Preparing detailed procedures for short and long-term recovery.

During and immediately following an attack, it will be necessary to adopt new radiological protection system operating procedures. Since electromagnetic pulse (EMP) will disable and/or seriously disrupt a major portion of existing communications systems, state government may not be able to maintain a state-wide fixed station RM reporting network. To overcome this problem, state and City radiological monitoring procedures must provide for transferring direction of all relocated state monitoring resources, except aerial, to the City emergency organization.

Immediately following an attack, the State Office of Emergency Services (OES) Mutual Aid Region 2 EOC will initiate aerial monitoring of all populated areas and transportation corridors connecting those areas; staff in the State Emergency Operating Center (EOC) - Sacramento - will coordinate this program. When communications are restored, the state's ground monitoring system will be reestablished to provide more detailed radiological information to permit the state to direct recovery operations. When able, the state will resume management of the State Monitoring Network.

To meet a continuing requirement, RM training will continue during the recovery period. In addition, personnel will be recruited and trained to implement a radiological environment survey and assessment program. State government will direct this program with City assistance.

3.b Peacetime Emergencies

Peacetime radiological accident response will require the City to provide as a minimum:

- o Training for first response personnel.
- o Developing a response procedure.
- o Provision for obtaining the best equipment available.
- o Arranging for medical assistance.
- o Arranging or providing technical assistance.

4. Organization and Responsibilities

Since response to an emergency involving radiation imposes unique requirements on government agencies and the private sector, it will be necessary to employ all available trained manpower with emergency capability or potential; a functional organizational structure consolidating several independent agencies under a single chief; and special purpose units to perform unique functions.

The City Emergency Management Organization will have an appropriately trained Radiological Officer (RO), and any required assistants, on the staff. These personnel will coordinate and/or direct all monitoring operations within the City.

4.a City/Operational Area (In San Francisco this is one and the same)

The City RO will be responsible for:

- (1) Receiving and evaluating reports from monitoring stations.
- (2) Analyzing radiological information.
- (3) Recommending effective countermeasures to the EOC Staff.
- (4) Compiling and transmitting operational information and situation intelligence summaries (including radiological information) to the State OES Mutual Aid Region 2 Manager.
- (5) Providing, through coordination with the City Public Information Officer (PIO), inputs for emergency radiation protection advice, information, and instructions to the public about the radiological situation.

4.b State OES Mutual Aid Region 2

The State OES Mutual Aid Region 2 will function as an intermediate coordinating level between the City & County of San Francisco and the State EOC. The Mutual Aid Region RO will be responsible for compiling and transmitting operational information and situation intelligence summaries (including radiological information) to the State RO and to Operational Areas within Region 2.

4.c State

Radiological protection operations will be accomplished under the direction of the State RO (State Office of Emergency Services) as described below: (also see Attachment A-7-B, STATE RADIOLOGICAL SUPPORT)

- (1) Provides for RO and RM training for state and local jurisdictions.
- (2) Provides monitor equipment maintenance support to state agencies and local jurisdictions.
- (3) Manages the State Monitoring Network.
- (4) Evaluates monitor data and advises those concerned with damage assessment and fallout analysis.
- (5) Disseminates radiological intelligence.
- (6) Provides technical guidance on radiological countermeasures.
- (7) Coordinates radiological recovery operations.

5. Radiological Protection Systems

Should a nuclear attack occur, systems for monitoring, reporting, and assessing fallout, radiation and other effects of the attack (fires, damage, etc.) will be required to support all levels. The radiological protection system will provide City authorities the information needed to select and direct actions to respond to the threats posed by the local situation, and will provide higher levels of control with the information needed to coordinate response actions throughout larger areas. Components of these systems, with some variation, can be used during peacetime emergencies. The major components and functions of the planned systems for monitoring, reporting, and assessing radiation are summarized below.

5.a Radiological Officer (ROs)

Trained ROs will be required on the staff of the ECC. Their function will be to obtain, analyze, and evaluate reports of radiation, assess the threats associated with the City situation, and recommend appropriate actions to limit exposures to radiation and other reported threats.

5.b Monitoring and Reporting

Radiological monitoring and reporting are an integral part of radiological protection. The primary purpose is to detect, measure, and report radiation intensities to authorities for use in selecting countermeasures to minimize exposure to individuals.

(1) Monitoring Stations

Monitoring stations manned by trained personnel with radiation detection equipment and have, in most cases, communications with the ECC.

5.b Monitoring and Reporting - cont'd.

(2) Aerial Monitoring

Following a nuclear attack, aerial monitoring will be used to survey fallout deposited over wide areas and on transportation routes.

(3) Surface or Area Monitoring (Mobile Monitoring)

This method is suitable only when intensities are low enough to permit sufficient unsheltered stay times to obtain detailed radiological measurements to augment and refine data from monitor stations and aerial monitoring.

(4) Fallout Shelter Monitoring

Following a nuclear attack, an in-shelter radiological survey capability gives a Fallout Shelter Manager information about a fallout shelter facility, and adjacent areas, needed to control exposures and make the best use of shelter space. Such monitoring data can also be used to augment monitor station reports. Development of a shelter monitoring capability is the responsibility of the City.

(5) Self-Support (Self-Protection) Monitoring

Monitoring for use in protecting personnel performing vital emergency functions in the ECC, hospitals, power plants, water works, and radio stations is termed self-support monitoring. This monitoring permits control of radiation exposures of operating personnel and indicates protected areas to be used by off-shift personnel. Training these RMs is the responsibility of the City and of the agencies involved.

(6) Emergency Workers

Personnel engaged in emergency traffic control, debris clearance, decontamination, and RMs supporting these operations need dosimeters to record and control their exposure doses. Emergency worker dosimeters have been distributed; care and maintenance thereof is the responsibility of the City.

Responsible officials must make appropriate decisions prior to permitting RMs or emergency workers (fire, police, etc.) to conduct emergency operations under conditions where radiation is present.

5.b Monitoring and Reporting - (6) cont'd.

The following criteria which is presented in terms of accumulated radiation (r) for the length of time indicated may be utilized to determine the maximum exposure permitted for such personnel:

50r - Any one day	200r - Any one month
150r - Any one week	300r - Any four months

5.c Situation Intelligence

The City ECC must have adequate facilities and be staffed with trained ROs to receive, analyze, evaluate, and display radiation data and to recommend countermeasures to the Commander (Mayor) of the City Emergency Organization.

5.d Environmental Health

It is of paramount importance that the biological effects of radiation on the population be minimized. In addition to emergency measures to control radiation exposure, a radiation health program to protect from long-term effects of ingested radionuclides will be established by the State Department of Health Services.

5.e Training

Technical training in radiological protection principles and techniques is necessary to supply personnel for the monitoring and health reporting systems, situation intelligence staff (including ROs) and environmental health program. Training will be a cooperative effort between the State DES and City government.

6. Resources and Supporting Systems

6.a Radiological Equipment

State DES procures radiation detection and measuring instruments from the federal government and distributes them in various combinations (kits) to state agencies and local governments having trained personnel. DES also maintains and calibrates this equipment.

Radiation detection instruments have been issued to qualified state and local agencies for ground monitoring stations, fallout shelters, key facilities, and aerial monitoring. High range dosimeters and chargers have been distributed locally and are stockpiled for emergency workers. Equipment -- such as remote reading survey meters for use in protected locations and for mobile surface monitoring or aerial monitoring -- is available to qualified applicants.

6.b Communications

The collection and dissemination of radiological data and advisories are priority messages. All available surviving communications systems will be used, including City radio frequencies in the public safety service, amateur and citizen band radio, teletype, and telephone.

- (1) The statewide microwave system will be used for radiological data and information.
- (2) Radio systems operated by participating state agencies (e.g. Fire Net and California Law Enforcement Radio Systems (CLERS), Department of Transportation, Forestry, Fish and Game, and CHP) will also be used for reporting pertinent situation information.
- (3) Generally, the San Francisco Operational Area will use the State Local Government (LG) radio for communication with State OES Mutual Aid Region 2. The City may also use CLERS and the National Warning System (NAWAS).

6.c Decontamination Resources

Resources and supplies necessary for decontamination will be obtained from public agencies, public utilities, hospitals, and the private sector, according to availability and other priority schedules.

6.d Recovery

Systematic monitoring will be required to provide information for recovery planning; the need for shelters; the use of land, buildings, and homes; traffic routes to be used; and areas and facilities which must be decontaminated. ROs should monitor dose levels of operational personnel during recovery operations.

Final recovery will depend on continuing an environmental health program to reduce long-term health problems and genetic effects.

Attachments:

- A-7-A Managing Emergency Operations - Response to War Emergencies,
- A-7-B State Radiological Support.

MANAGING EMERGENCY OPERATIONS
RESPONSE TO WAR EMERGENCIES

1. California Readiness Conditions

The California Emergency Plan establishes four Readiness Conditions, numbered inversely from Condition Four through Condition One, which will be used in planning for or responding to war emergencies. These readiness conditions provide the basis for an orderly transition from normal peacetime activities to wartime readiness at each level of the Statewide Emergency Management Organization.

The California readiness conditions correspond to the Federal Increased Readiness Categories A through D published by the Federal Emergency Management Agency in Civil Defense Guide CPG 1-7, April 1979, which also includes guidelines on increased readiness actions.

Orders to make the transition from one readiness condition to another will be disseminated by the Governor, or his designated representative, using the Department of Justice communications systems and followed by official release to the news media. Simultaneous with the announcement of either Condition Two or Condition One, the Governor may proclaim a State of War Emergency to permit full mobilization of Emergency Management Organizations and complete transition to wartime emergency status. A State of War Emergency will exist automatically on receipt of attack warning or an actual attack.

1.a Readiness Condition Four - (Federal Guide Category A)

This readiness condition is in effect during a normal peacetime situation. Preparedness programs are primarily concerned with developing and maintaining operational readiness to cope with natural disasters and other peacetime emergencies and maintaining standby plans for responding to possible, however unlikely, nuclear defense emergencies. State and local governments operate in a normal manner, giving priority to their peacetime statutory responsibilities and obligations.

1.b Readiness Condition Three - (Federal Guide Category B)

This readiness condition will be announced by the Governor or his representative when, in his opinion, it would be prudent for state and local governments to make internal preparations for in-place sheltering in anticipation of, or in response to, a worsening international situation.

1.c Readiness Condition Two - (Federal Guide Category C)

This readiness condition may be ordered during an international crisis created by actions on the part of a potential enemy or the United States which may result in great risk of a general war. The condition will be announced

by the Governor or his representative when, in his opinion, the Emergency Management Organizations of the state and local governments, including organized volunteers, auxiliaries, and the public, should take additional specific precautionary measures in preparation for a war emergency.

1.d Readiness Condition One - (Federal Guide Category D)

This readiness condition will be announced if it is necessary to assume a complete state of war readiness based on official notice from the Federal Government that enemy attack is considered imminent and could occur with little or no warning.

2. Operations During War Emergencies

Managing emergency operations during war emergencies will be governed by the following essential actions relating to increased readiness and attack (with or without warning). Detailed actions are provided in the Emergency Action Checklists, see Appendix A-9 - Attachments and Exhibits.

2.a Increased Readiness Operations

The general range of increased readiness operations to be conducted in response to a worsening international situation is outlined below. Specific actions would be based on decisions by state and local authorities with federal advice

(1) Early Crisis

Initially, increased readiness operations will include reviewing and updating plans and resource information, increasing public information efforts, accelerating training programs, inspecting equipment and taking other feasible measures.

(2) Worsening Crisis

When, during a developing crisis, there is a general recognition that an attack is possible, the local emergency organization will be activated, actions to increase readiness and capability will be accelerated, and internal preparations will be made to implement in-place protection. The numbers of shelters will be increased and preparations will be made to establish Reception and Care Centers in designated areas. Emergency Operating Centers (Emergency Coordination Center in San Francisco) will be activated and staffed to serve as the focal point for coordinating increased readiness operations. Unusual changes in traffic patterns, utility consumption rates, food and other retail sales, and demands on public service organizations will be monitored to detect spontaneous evacuations.

(3) Mobilization

If the crisis worsens, a decision might be made by state or federal authorities to mobilize fully, substantially expand civil preparedness funding, and devote all available resources to prepare for an emergency. Shelter upgrading will commence and final internal preparations will be made anticipating an attack warning. If not accomplished during the Increased Readiness Period, it will be necessary to increase the number of shelter spaces by upgrading existing structures. (See Annex J, Construction and Engineering Operations relating to shelter construction.) This will occupy all able-bodied persons, except those with other emergency assignments.

In addition to food for immediate consumption, nonperishable foods requiring little preparation should be accumulated for use in local shelters should the need arise. Local governments are responsible for the stockpiling and security of these items. The state will have the overall responsibility for the redirection and redistribution of food as required.

The state has the responsibility for the redirection of in-state resources and for directing transport of goods to local inventory control points one step removed from the consumer/user level. Local Emergency Management Staffs have the responsibility for the redistribution of local retail inventories. Local officials should be aware that they may be required to act as agents for the state in the implementation of economic stabilization procedures, fiscal controls resource distribution, etc. State level resources control will be vested in a group of state officials representing the State Resource Priorities Board and appropriate elements from the community as described in the State Emergency Resources Management Plan. Resource control will involve a system for initial automatic stoppage and redirection of in-state food and fuel resources in quantities sufficient to meet local short-term needs. Subsequently, local government resource organizations, having assessed actual daily requirements, will submit changes to the automatic delivery. See Annex K, Resources and Support Operations.

2.b Attack Operations

Should an attack occur, it is likely that communications will be disrupted and it will be necessary to decentralize control of response actions to the local level. The main continuing threats following an attack will be weapon-caused fires and fallout radiation during nuclear attacks. The emergency actions needed to protect survivors will be dictated by the weapon-caused fire and contamination threats in each jurisdiction. If a nuclear attack occurs, the Radiological Defense Officer on the local Emergency Management Staff will be responsible for determining the local basic operating situation, based on information obtained from monitoring stations, field units, and shelters; for advising the emergency operating organizations on measures to limit exposures

to radiation and other hazards; and for reporting changes in the local situation to the Mutual Aid Region 2 EOC.

Criteria for establishing monitoring and reporting stations and for assigning monitoring equipment to shelters and to other elements of the local emergency organization are presented in Attachment A-7-B.

(1) Response to Attack Warning

If an attack warning is received, warning signals will be sounded, the public will be directed to the best available shelter, and the Damage Monitoring and Reporting System will be activated. When movement to shelters is completed, all outside operations will be suspended, and law enforcement, fire, and other emergency forces will locate their equipment as directed, take their assigned shelter, and assist in shelter management.

(2) Response to Nearby Weapon Detonation

If an attack occurs close enough to the City to cause blast damage or fires, all available forces will be used to immediately check for possible life-threatening damage and developing fires, whether or not radiation is present. In the event of nuclear attack all radiation dose controls will be suspended until actions to determine the local situation are completed. If radiation is present, the dose rates and total dose to personnel will be monitored and reported.

(3) Response to Weapon-Caused Damage and Fires

If the City experiences direct weapons effects, emergency operations will be focused on protecting the population from the immediate threat of fires, whether or not fallout radiation is present.

If fires are judged to be uncontrollable, shelters in areas susceptible to mass fires will be evacuated immediately, and the threatened population will be moved to safer shelters or to safer nearby jurisdictions if feasible. Fire control efforts will be centered on protecting people and preventing further fire spread. Organized forces and volunteer groups from outside the mass fire area will assist in the remedial movement and support of evacuees. After the threatened population has been moved, the best available shelter posture will be maintained by the remaining population and exposure control imposed on all out-of-shelter operations until danger of attack is over and fallout radiation levels permit unsheltered operations.

(4) Response in Undamaged Areas

If the City is found to be clear of direct weapons effects, organized forces will be made available to support operations in nearby, more

seriously affected jurisdictions, and preparations will be made to receive, care for, and shelter refugees. If fallout radiation is present, radiation dose controls will be imposed on support operations as described below.

(5) **Response in Contaminated Areas**

If the jurisdiction receives fallout, the objective of emergency operations will be to minimize exposure to fallout radiation by maintaining the population in shelters until danger of further attack is over and fallout is no longer a substantial hazard. Initially, outside operations, except those required to complete movement to shelter or to control fires that threaten the immediate safety of people in shelters, will be suspended until fallout deposition is complete.

If measured outside dose rates remain below 50 r/hr, unsheltered operations needed to sustain the sheltered population may be authorized, in accordance with radiation dose controls, and actions to support more seriously affected jurisdictions may be initiated.

If outside dose rates exceed 50 r/hr, operations outside shelters will be prohibited until the dose rate, having passed a peak value has decreased to less than 50 r/hr. At this time, essential operations to sustain the population in shelters will be undertaken under strict radiation controls, and plans will be developed for shelter emergence.

(6) **Response to Advice that Attack is Over**

Preparations for shelter emergence will center on decontamination and mobilization of predesignated staging areas. When the staging areas are operative, selected emergence from shelter will be scheduled. Population groups will be transported to another area of less or hazard, if feasible and necessary, or to other shelter facilities where they can be cared for. Radiation control and environmental health measures will be continued until fallout radiation no longer presents a substantial hazard.

Attachment A-7-B, Enclosure A-7

MANAGING EMERGENCY OPERATIONS STATE RADIOLOGICAL SUPPORT

The City and County of San Francisco may require state resources for large scale radiological emergencies. Within this context, the following state agencies will provide an agency monitoring capability for the protection of their response personnel and contribute to radiological response operations

1. Office of Emergency Services (OES)

OES radiological staff will:

- o Provide radiological training for state and local jurisdictions
- o Provide radiological equipment maintenance to state and local jurisdictions;
- o Organize and staff the State Dose Assessment Center;
- o Manage the state radiological fallout and monitoring system;
- o Evaluate monitoring data and advise those concerned with contamination assessment and fallout analysis;
- o Disseminate radiological information;
- o In case of nuclear terrorist threat or damaged nuclear weapon, act as liason between federal and local government;
- o Provide technical guidance on radiological protection counter-measures;
- o Coordinate radiological recovery operations; and
- o Coordinate state agency assistance to jurisdictions.

2. Department of Health Services, Radiological Health Branch (RHB)

- o Evaluate the radiological effects on public health;
- o Recommend measures to mitigate radiological effects on public Health;
- o Provide information on biological consequences of radiation doses at various levels;
- o Establish radiological safety criteria for recovery, reoccupancy and rehabilitation of evacuated areas; and
- o Direct field and laboratory operations of the radiological health and safety program during recovery.

3. Emergency Medical Services Authority (EMSA)

- o Assist County Health Officer in arranging special medical care and service for persons exposed to radiation;
- o Coordinate emergency medical, health, and sanitation to mitigate the effects of radiation; and
- o Provide assessment of the effects of fallout on medical health and welfare facilities.

4. Department of Transportation (DOT)

- o Operate the state surface radiological monitoring and reporting system;
- o Assist California Highway Patrol (CHP) and local agencies with exposure and contaminatin control; and
- o For nuclear attack emergencies, control State and Regional Defense Airlift (SARDA) operations through Division of Aeronautics

5. California Highway Patrol (CHP)

- o Provide backup monitoring data and mobile monitoring in support of the state monitoring and reporting system;
- o Provide transportation route information; and
- o Provide emergency highway traffic regulation and control.

6. Department of Industrial Relations, Division of Industrial Safety

Assign personnel to DES to process and analyze radiological information

7. Department of Food & Agriculture

- o Provide personnel to assist DES in radiological operations;
- o Develop and report agriculture data regarding food chain damage caused by radioactive fallout and provide technical guidance for minimizing such damage;
- o Provide public guidance regarding contaminated food;
- o Provide instructions for reclaiming land, crops and livestock in fallout areas; and
- o Assist in sample collection.

8. Department of Justice

- o Obtain and analyze information on nuclear terrorist threats;
- o Work with the FBI/Department of Energy (Nuclear Emergency Search Team) in locating terrorists and/or potential weapon.

9. Department of Forestry

- o For nuclear attack provide weapons effects reports upon request; and
- o Provide backup monitoring data and mobile monitoring in support of the state monitoring and reporting systems.

Enclosure A-8

ONE-STOP DISASTER ASSISTANCE CENTER

The "One-Stop Disaster Assistance Center" will be used during extraordinary major emergencies and organized to incorporate the points of contact and resources of governmental and non-governmental agencies at a single location for disaster assistance and guidance.

The Disaster Assistance Center (DAC) will be activated after a major disaster declaration. The activation will be the responsibility of government - the level of which will depend upon the level of disaster declaration - in coordination with appropriate departments and agencies.

The location(s) of the DAC will be within, or adjacent, to the affected area and will be selected by appropriate staff - Federal Coordinating Officer (FCO), State Coordinating Officer (SCO) and/or City government officials (i.e. Director, Emergency Services, City & County of San Francisco). The selection of a potential DAC site/facility will be expedited if potential facilities are evaluated against the following:

- o Contain enough space for 20 to 25 agencies to interview and consult with disaster victims.
- o Provide seating space for approximately 100 persons in a waiting area (this requirement may be increased several times, depending upon the magnitude of the disaster).
- o Provide adequate restrooms and parking facilities, and necessary utilities (heat, light and telephone service).
- o Be located, if at all possible under existing conditions, close to public transportation.

Role of Supporting Organizations

Federal Emergency Management Agency (FEMA)

- a. Administer and coordinate federal assistance in the affected area.
- b. Ensures representation of federal agencies having an assistance program applicable to the situation.

State

- a. Provides a State Coordinating Officer (SCO) as situation requires.
- b. Provides agencies which have an individual "people-oriented" assistance program or responsibility.

Role of Supporting Organizations - cont'd.

City & County of San Francisco

- a. Provide a Coordinating Officer for liaison with higher level government.
- b. Provide departments and agencies which have an individual "people-oriented" assistance program or responsibility.

Announcements

Dissemination of information to the public concerning location(s) and other pertinent announcements about DACs will be handled primarily through an Emergency Public Information Center, Emergency Public Information Service Announcements or the Emergency Broadcast System (EBS). Announcements will be coordinated with designated City government officials.

Department/Agency Assignments To Assistance Center

1. Department of Social Services.
 - a. Temporary Housing.
 - b. Food Stamps.
 - c. Benefit Payments.
 - d. Welfare.
2. Department of Public Health
 - a. Mental Health/Crisis Counseling.
 - b. Health Services.
3. Department of Public Works
 - a. Debris Clearance.
 - b. Building Inspection.
 - c. Garbage/Rubbish Disposal.
4. Water Department.
5. Tax Collector.
 - a. Tax Assistance

Departments/Agency Assignments - cont'd.

6. Assessor
 - a. Property Assessment.
 - b. Tax Assistance.
7. PG&E
8. Consumer Protection

Concept of Operation

The rehabilitation assistance available to the private sector from federal, state, local government and voluntary relief agencies will be made available through "One-Stop" assistance centers. Any organization or volunteer group not normally involved in disaster assistance to individuals, but who have a particular service they wish to make available through the center will be invited to do so. These centers will be established to serve, as one facility, concentrations of disaster victims within a reasonable distance from their post disaster locations.

Each Department or Agency with an assistance program will be asked to staff the center(s). The Department or Agency function performed at the center(s) should be limited to those activities that involve direct contact with people such as taking applications and initial processing. Processing that involves significant office work not requiring contact with the disaster victim should be accomplished at a central processing office or other location determined by the responsible Department or Agency.

The Center Manager is responsible for overall direction and control of operations; setting up the arrangement of the center; briefing the staff on operations and ground rules; ensuring adequate staff are available for assisting victims; closing the center each night; and final close down of center operations. The Assistant Manager helps to assure a smooth processing flow and efficiency of operation. The Receptionist(s) greet individuals as they come into the center, and directs them to the Registrar's table. The Registrar completes the registration of individuals using appropriate forms, identifies the victim's problems and refers them to those agencies which may be able to provide assistance. The Exit Interviewer checks the disaster victim's registration form to ensure that all agencies to which he/she has been referred have been seen, and to find out if the victim has any remaining unanswered questions.

Each concerned Department or Agency shall provide their own forms, handbooks and other necessary materials which are required to support their particular assistance programs. All other actions necessary to the establishment and operation of the center, i.e. providing equipment & furniture, maintenance, janitorial service, and communications, will be the responsibility of the highest level of government authorizing activities of the center.

Appendix A

MANAGING EMERGENCY OPERATIONS

HAZARD-SPECIFIC RESPONSE - ACTION CHECKLISTS

This Appendix includes Emergency Action Checklists to be accomplished as appropriate in response to the events listed below. There is no significance in the order of checklist items since many actions will have to be accomplished concurrently.

- A-1 Response to a Major Earthquake.
- A-2 Response to a Hazardous Material Incident.
- A-3 Response to a Reservoir Failure.
- A-4 Response to a Conflagration.
- A-5 Response to a Tsunami Inundation.
- A-6 Response to a Seiche Inundation.
- A-7 Response to a Transportation Accident.
- A-8 Response to Civil Disturbance.
- A-9 Response to War Emergency.
- A-10 Response to Peacetime/Technological Incident.
- A-11 Response to Earthquake Predication/Advisory.

Appendix A-1

MANAGING EMERGENCY OPERATIONS

EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
<u>COMMANDER (MAYOR)</u>	
Activate Emergency Services Organization if substantial damages are reported.	Commander/Alternate
<u>OFFICE of EMERGENCY SERVICES</u>	
Determine if Emergency Coordinating Center should be activated.	Dir. OES
Monitor communications, if possible, to determine situation in other regional areas.	Dir. OES
Determine if support is required to other jurisdictions. (DO NOT dispatch mutual aid until it is determined that there is no substantial threat to people in San Francisco.)	Dir. OES
<u>ALL DEPARTMENTS</u>	
Verify reports; poll field units and key facilities to determine situation in their vicinity and their ability to function.	Dept. Heads
Protect emergency equipment from possible aftershocks.	Dept. Heads
<u>DEPARTMENT of PUBLIC WORKS</u>	
Ensure that mobile and aerial survey units are dispatched to survey damage, fires, inundation, or other hazards.	Dir. DPW
Advise key personnel of results of damage survey.	Dir. DPW
<u>FIRE DEPARTMENT</u>	
Check operation of fire dispatch and reporting systems. If necessary, provide alternate communications links.	Chief, SFFD

<u>Action</u> -----	<u>Assigned Responsibility</u>
<u>POLICE DEPARTMENT</u>	
Check operation of police dispatch and reporting systems. If necessary, provide alternate communications links.	Chief, SFPD
<u>DEPARTMENT of PUBLIC HEALTH</u>	
Check operation of medical dispatch and reporting systems. If necessary, provide alternate communications links.	Dir, Public Health
Determine condition of medical support and health facilities.	Dir, Public Health
<u>WATER DEPARTMENT</u>	
Determine if there is a possibility for reservoir failure.	Gen. Mgr., SFWD
<u>PUBLIC UTILITIES</u>	
Determine status of utilities and transportation routes.	Gen. Mgr., PUC/ Gen. Mgr., Mun. R.
IF LITTLE OR NO DAMAGE IS REPORTED, PREPARE TO SUPPORT MORE HEAVILY DAMAGED JURISDICTIONS.	

IF EXTENSIVE DAMAGE IS REPORTED, TAKE THE FOLLOWING ACTIONS AS APPROPRIATE.	
<u>COMMANDER (MAYOR)</u>	
Mobilize all emergency forces.	Commander (Mayor) All Dept. Heads
Activate Emergency Coordination Center (ECC).	Commander (Mayor) Dir. OES
Proclaim State of LOCAL EMERGENCY.	Commander (Mayor)
Request that the Governor proclaim a STATE OF EMERGENCY, if required.	Commander (Mayor)

<u>Action</u> -----	----- <u>Assigned Responsibility</u>
Ensure that rescue operations of trapped people is underway.	Commander (Mayor) Chief, SFFD
Consider evacuation if any reservoir failures are reported or imminent.	Commander (Mayor) Chief, SFFD
Direct emergency self-help instructions to be broadcast to the public.	Commander (Mayor)
Activate Emergency Public Information (EPI) procedures.	Mayor's Press Aide

OFFICE of EMERGENCY SERVICES

Obtain proclamation of a LOCAL EMERGENCY.	Dir, OES
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ALL DEPARTMENTS

Poll field units and key facilities to determine extent of damage and ability to function.	Dept. Heads
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Expedite movement of emergency units.	Dept. Heads
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DEPARTMENT of PUBLIC WORKS

Clear routes as needed to support fire and rescue activities.	Dir, DPW, Heads
---	-----------------

Obtain and provide engineering equipment needed for heavy rescue.	Dir, DPW
---	----------

Determine condition of designated mass care facilities.	Dir, DPW/Red Cross
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Activate Multi-purpose Staging Areas as destination points for mutual aid.	Dir, DPW
--	----------

Order evacuation of all unsafe structures and areas.	Dir, DPW/Chief SFFD
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POLICE DEPARTMENT

Provide traffic control.	Chief, SFPD
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Establish access controls into damaged areas.	Chief, SFPD
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<u>Action</u> -----	<u>Assigned Responsibility</u> -----
<u>DEPARTMENT of PUBLIC HEALTH</u>	
Activate emergency care in undamaged facilities.	Dir. Public Health
Set up aid stations as required.	Dir. Public Health
Request medical support as needed.	Dir. Public Health
Activate Casualty Collection Points as required.	Dir. Public Health
Supervise first aid and movement of casualties to health facilities.	Dir. Public Health
<u>RED CROSS</u>	
Direct opening of mass care facilities as needed.	Dir. Disaster Svcs.
<u>PURCHASING DEPARTMENT</u>	
Obtain supplies, transportation, and equipment.	Purchaser/Dept. Heads
<u>CIVIL SERVICE</u>	
Obtain and/or re-assign personnel to support emergency activities.	Gen. Mgr., Personnel

Appendix A-2

MANAGING EMERGENCY OPERATIONS

EMERGENCY ACTION CHECKLIST RESPONSE TO HAZARDOUS MATERIAL INCIDENT

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
<u>COMMANDER (MAYOR)</u>	
If required, make proclamation of LOCAL EMERGENCY.	Commander (Mayor)
If required, request that the Governor proclaim a STATE of EMERGENCY.	Commander (Mayor)
<u>OFFICE of EMERGENCY SERVICES</u>	
Obtain the proclamation of LOCAL EMERGENCY.	Dir. OES
If required, activate Emergency Coordination Center (ECC).	Dir. OES Chief, SFFD
<u>PRESS AIDE</u>	
Activate Emergency Public Information (EPI) procedures.	Press Aide
<u>FIRE DEPARTMENT</u>	
Activate an on-scene Incident Command Post.	Incident Commander
Ensure that the Hazard Material Response Team is dispatched to scene.	Incident Commander Environ. Hygienist
Activate Incident Management System for on-scene management.	Incident Commander
Activate the damage assessment and reporting system.	Incident Commander
Collect and evaluate incoming information.	Incident Commander Environ. Hygienist
Post pertinent information and maintain other essential records.	Incident Commander Environ. Hygienist

<u>Action</u>	<u>Assigned Responsibility</u>
Direct implementation of public warning and movement operations as required.	Incident Commander
Assure that all essential emergency services are activated.	Incident Commander Environ. Hygienist
Request communications assistance from telephone company or others as required.	Incident Commander Dir. OES
Ensure access control measures into the contaminated area is established.	Incident Commander Chief, SFPD
<u>POLICE DEPARTMENT</u>	
Ensure traffic control measures are initiated.	Chief, SFPD
<u>DEPARTMENT of PUBLIC HEALTH</u>	
Obtain estimates of area that may be affected by release of hazardous material.	Environ. Hygienist
Determine if evacuation is necessary.	Environ. Hygienist
Establish contact with appropriate state agency coordinators.	Environ. Hygienist
Ensure that State Office of Emergency Services (OES) is notified of incident.	Environ. Hygienist Dir. OES
Coordinate activities of private hazardous materials clean-up company(s).	Environ. Hygienist
Establish priorities for emergency procurement and allocation of available resources.	Environ. Hygienist Incident Commander
Report situation and support requirements to the OES Mutual Aid Region 2 Office.	Environ. Hygienist Dir. OES
Coordinate with appropriate segments of the private sector.	Environ. Hygienist
Request assistance from OES Region 2, if required.	Environ. Health Dir. OES Chief, SFPD
Ensure bus transportation is routed around hazardous spill area.	Environ. Hygienist Gen. Mgr. Muni Rv

Attachment A-2-A, Appendix A-2

EMERGENCY PUBLIC INFORMATION CHECKLIST HAZARDOUS MATERIAL INCIDENT

The following Emergency Public Information (EPI) Checklist is specific to hazardous material incidents and should be considered in addition to the basic EPI Checklist. EPI actions will initially be taken by the On-Scene, as appropriate, PIO Team using personnel assigned by the primary responding agency (additional) EPI Staff may be requested from within City Departments. An EPI Staff will be mobilized depending on the extent of the hazard. Media should be briefed periodically on hazardous material incident response procedures and related EPI procedures. All releases must be cleared through the Incident Commander and technical advisor at the scene or Commander/alternate at the ECC.

Unidentified Material

- o If incident is in a heavy traffic area, and alternate routes are available, notify media (radio) and request frequent announcements of instructions to avoid the area. (Coordinate announcements with responding law enforcement agency.)
- o Notify media with full explanation as soon as material has been identified. (Clear with Incident Commander and technical advisor to avoid unduly alarming or confusing the public.)
- o If traffic will not impede response efforts, simply respond to media inquiry, as necessary.

Low Hazard/Confined Incident - No General Evacuation

- o Notify media (primarily radio) that incident has occurred.
- o Indicate alternate routes for traffic and request frequent announcements of instructions to avoid the area.
- o Indicate nature of incident, precautions for public.
- o Release hotline number for public inquiries (if available and staffed).
- o Indicate response agencies involved (coordinate with response agency PIOs), clean-up efforts underway, time frame for resumption of normal traffic patterns, if known.

Incident - High Hazard - General Evacuation Requested/Mandatory

- o Release all of the above information.
- o Release evacuation instructions to media (radio), Use established Emergency Broadcast System (EBS) procedures as appropriate.
- o Release mass care information when known (coordinate with American Red Cross).
- o Have medical/technical spokesperson(s) available to describe the nature of the toxic substance, possible symptoms, precautions for the public to take.
- o Hold media briefing(s) at scene where Incident Commander and medical/technical spokesperson can answer media questions. Arrange for Commander/alternate to hold similar media briefings if needed. Spokespersons should be prepared to answer questions similar to those listed below. Suggested responses or cautions are given in brackets:
 - How many deaths/injuries were there?
Any property damage?
 - What response agencies were/are involved?
 - Why was evacuation ordered?
Why wasn't evacuation ordered?
Number of persons evacuated?
 - What are the long-term effects on people and the environment?
[Note: Long-term studies have not been done on most chemicals, be careful not to speculate.]
 - What chemicals are involved?
How toxic are they? What symptoms are produced?
What are their normal uses?
What precautions should residents take?
 - What company/agency was involved?
Is legal action being considered? [Unless a definite Yes or No answer is known, do not speculate.] [Indicate, "I don't know at this time," or "That would be the responsibility of the City or District Attorney's Office and I can't answer for them,"]
 - Has the company been involved in any other incidents recently?

Incident - High Hazard - General Evacuation Requested/Mandatory cont'd.

- Does the City have a plan for response to such incidents?
If not, why?
If so, how did it work? [Answer honestly.] [If there are areas of improvement needed, or if more time is required to fully evaluate response procedures used, so indicate.]
- What hazardous material incident training is required for your response personnel?
- How can such incidents be avoided in the future? [Do not speculate.] ["This is a subject all the agencies involved including _____ company will be delving into during the next few months.] [We all want to avoid incidents of this type if at all possible."]

SAMPLE RADIO MESSAGE
UNIDENTIFIED SPILL/RELEASE IN HEAVY TRAFFIC AREA

This is _____ at the _____
_____. An unidentified substance which may be
hazardous has been spilled/released at _____
(specific location). Please avoid the area, if possible, while crews are re-
sponding. The best alternate routes are _____
_____. If you are al-
ready in the area, please be patient and follow directions of emergency res-
ponse personnel. The substance will be evaluated by specially trained person-
nel, and further information will be released as soon as possible.

Thank you for your cooperation.

SAMPLE RADIO MESSAGE

LOW HAZARD/CONFINED SPILL/RELEASE - NO GENERAL EVACUATION

This is _____ at the _____.

A small amount of _____ a hazardous substance,
has been spilled/release at _____.

Streets are blocked, traffic is restricted, and authorities have asked resi-
dents in the immediate _____ block area to evacuate.

Please avoid the area. The material is slightly/highly toxic to humans and
can cause the following symptoms: _____

_____. If
you think you may have come in contact with this material, you should
_____ (give health instructions and hotline number, if available) _____.

For your safety, please avoid the area if at all possible. Alternate routes
are _____

_____ and traffic is being di-
verted. If you are now near the spill/release area, please follow directions
of emergency response personnel. Cleanup crews are on the scene.

Thank you for your cooperation.

(Suggest EBS use; request repeated broadcast)

SAMPLE RADIO MESSAGE

HIGH HAZARD SPILL/RELEASE - GENERAL EVACUATION
REQUESTED/MANDATORY

This is _____ at the _____.
A large/small amount of _____, a highly hazardous substance, has been spilled/released at _____.
Because of the potential health hazard, authorities are requesting/requiring all residents within _____ blocks/miles of the area to evacuate. If you are _____ (give evacuation zone boundaries) _____, you and your family should/must leave as soon as possible/now. Go immediately to the home of a friend or relative outside the evacuation area or to _____ (indicate shelter) _____. If you can drive a neighbor who has no transportation, please do so. If you need transportation, call _____. Children attending the following schools: _____ (list) _____ will be evacuated to _____.

Do not drive to your child's school. Pick your child up from school authorities at the evacuation center.

Listen to this station for instructions.

The material is highly toxic to humans and can cause the following symptoms: _____.

If you are experiencing any of these symptoms, seek help at a hospital outside the evacuation area, or at the evacuation center at _____

To repeat, if you are in the area of _____,
you should/must leave, for your own safety. Do not use your telephone unless you need emergency assistance.

EXAMPLE - SUMMARY STATEMENT FOR MEDIA

HAZARDOUS MATERIAL INCIDENT

(TO BE ADAPTED ACCORDING TO THE SITUATION)

At approximately _____ a.m./p.m. today a spill/release of a potentially hazardous substance was reported to this office by _____
(a private citizen,

_____, _____ units were immediately dispatched to cordon off the area and direct traffic. The material
(city employee, etc.) (police/fire)

was later determined to be _____, a _____
(describe) (hazardous/harmless)

_____ which, upon contact, may produce symptoms
(chemical/substance/material/gas)

of _____. Precautionary evacuation of the

_____ area surrounding the spill was _____
(immediate/X-block) (requested/

_____ by _____. Approximately _____
(agency) (number)

persons were evacuated.

Clean-up crews from _____ were dispatched to the scene, and
(agency/company)

normal traffic had resumed by _____, at which time residents were allowed
(time)

to return to their homes/businesses.

There were no injuries reported or _____ persons, including _____

_____ personnel were treated at area hospital for _____
(fire, police)

_____ and _____ were later released. Those remaining in the
(all, no.)

are in _____ condition. Response agencies involved were _____

Appendix A-3

MANAGING EMERGENCY OPERATIONS

EMERGENCY ACTION CHECKLIST RESPONSE TO RESERVOIR FAILURE

RESERVOIR FAILURE IMMINENT

Action-----	Assigned Responsibility-----
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COMMANDER (MAYOR)

Order evacuation of predesignated evacuation area.	Commander (Mayor) Chief, SFFD
--	----------------------------------

Activate and staff Emergency Coordination Center (ECC), if required.	Commander (Mayor) Dir. OES
--	-------------------------------

Proclaim a LOCAL EMERGENCY.	Commander (Mayor)
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EMERGENCY INFORMATION SECTION

Broadcast instructions directing evacuees to reception areas, using designated evacuation routes.	PIO (Mayor's Press Aide)
---	--------------------------

OFFICE of EMERGENCY SERVICES

Activate warning system.	Dir. OES
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Obtain proclamation of LOCAL EMERGENCY.	Dir. OES
---	----------

Report to the OES Mutual Aid Region 2 Office any ordered evacuation and the area involved.	Dir. OES
--	----------

WATER DEPARTMENT

Attempt to avoid inundation by releasing water from the reservoir, if feasible.	Gen. Mgr., SFWD
---	-----------------

ALL DEPARTMENTS

Provide transportation, supplies, equipment, and personnel.	Dept. Heads
---	-------------

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
<u>POLICE DEPARTMENT</u>	
Search the evacuation area to ensure that people have received warning.	Chief, SFPD Chief, SFFD
Provide traffic controls for evacuation operations.	Chief, SFPD
Establish access controls to vacated areas.	Chief, SFPD
Keep ECC informed of evacuation progress.	Chief, SFPD Chief, SFFD Gen. Mrg., Muni Ry.
Prohibit entry into vacated area until it is determined that area is safe.	Chief, SFPD
When re-entry is feasible, establish traffic controls to permit return of displaced persons.	Chief, SFPD

DEPARTMENT PUBLIC HEALTH

Provide assistance in the evacuation of institutionalized people in the threatened area.	Dir. Public Health Gen. Mgr. Muni Ry.
Place emergency medical and health components on standby alert.	Dir. Public Health
Activate first aid facilities in reception areas.	Dir. Public Health

RED CROSS

Mobilize care and shelter components.	Dir. Disaster Services
Activate mass care facilities in reception areas.	Dir. Disaster Services
Receive, shelter and care for evacuees.	Dir. Disaster Services
Develop preliminary estimate of homeless and inform the ECC. Periodically update.	Dir. Disaster Services

RESERVOIR FAILURE OCCURS

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
<u>COMMANDER (MAYOR)</u>	
If not already accomplished, proclaim a LOCAL EMERGENCY and activate and staff ECC	Commander (Mayor) Dir. OES
If required, request that the Governor proclaim a STATE OF EMERGENCY.	Commander (Mayor)
<u>EMERGENCY INFORMATION SECTION</u>	
If not already accomplished, warn people in inundation area and order evacuation.	PIO (Mayor's Press Aide) Chief, SFPD Chief, SFPD
<u>OFFICE of EMERGENCY SERVICES</u>	
Obtain proclamation of LOCAL EMERGENCY.	Dir. OES
Inform the OES Mutual Aid Region 2 Office of the situation and support requirements.	Dir. OES
<u>ALL DEPARTMENTS</u>	
Request needed supplies, equipment and support services.	Dept. Heads Purchaser
<u>FIRE DEPARTMENT</u>	
Initiate search and rescue in affected areas.	Chief, SFPD Chief, SFPD
<u>POLICE DEPARTMENT</u>	
Inform ECC of evacuation progress.	Chief, SFPD Chief, SFPD Gen. Mgr. Muni Ry.
Establish access controls.	Chief, SFPD
Prohibit entry into vacated area until area is safe to re-enter.	Chief, SFPD
Establish traffic controls needed to permit return of displaced people when public re-entry is feasible.	Chief, SFPD

<u>Action</u> -----	----- <u>Assigned Responsibility</u> -----
<u>DEPARTMENT of PUBLIC WORKS</u>	
Collect and evaluate incoming damage assessment reports.	Dir. DPW Dir. City Planning
<u>DEPARTMENT of PUBLIC HEALTH</u>	
Mobilize emergency medical and health components.	Dir. Public Health
Activate first aid facilities in reception areas.	Dir. Public Health
<u>WATER DEPARTMENT</u>	
Initiate assessment and survey of reservoir.	Gen. Mgr. SFWD
<u>RED CROSS</u>	
Mobilize care and shelter components.	Dir. Disaster Services
Activate mass care facilities in reception areas.	Dir. Disaster Services
Receive, shelter and care for evacuees.	Dir. Disaster Services
Develop preliminary estimate of homeless and inform the ECC; periodically update.	Dir. Disaster Services
<u>PURCHASER</u>	
Request needed supplies, equipment and support services, as requested.	Dir. of Purchasing

Attachment A-3-A, Appendix A-3

SAMPLE RADIO/TV MESSAGE

SMALL RESERVOIR CRACK

This is _____ at the _____.

We have reports of a small crack in the _____
reservoir located between _____
(cross streets)

At this time this information is unconfirmed. _____ units
are responding to the area. We will keep you updated. Please do not use
your telephone unless you need emergency help.

Stay tuned to this station for emergency instructions and information on
the situation.

SAMPLE RADIO/TV MESSAGE

EVACUATION ORDERED

(To be announced by the Mayor, or other local authority.)

This is _____, The crack in the _____
reservoir located at _____ appears to be growing larger.
(cross streets)

_____ have warned that complete rupture could occur within the next
few days/few hours/week. For your safety, I am asking that you leave the
_____ area as soon as possible (give boundaries of
of evacuation area and routes). The Red Cross is setting up shelters at
_____. If you cannot stay with relatives or
friends outside the evacuation area, go to one of these shelters.

Take only essential items - medicine, special foods, personal items, baby sup-
plies, clothing, money, and valuable papers. Do not overload your car. Se-
cure your home before you leave. Lock windows and doors, turn-off water and
gas, and disconnect all electrical appliances except refrigerators and free-
zers.

Pets will not be allowed in Red Cross shelters. If you cannot make arrange-
ments for someone outside the evacuation area to take care of you pet, _____
(give instructions)_____. Do not allow your pet to run loose. If you can-
not make arrangements for your large animals, _____(give instructions)_____

If you have no means of transportation, ask help from a neighbor or friend,
or walk to one of the following pickup points: _____

Bring only what you can carry. A bus will take you to a Red Cross shelter.
If you are physically unable to go to one of the pick-up points, call ____
_____, Otherwise, please do not use your telephone. Lines must be kept free.

These instructions will continue to be repeated, along with additional information about the emergency situation.

Stay tuned to this station.

Please remain calm. Your cooperation and courtesy to others will help us to evacuate the area safely and quickly.

Appendix A-4

MANAGING EMERGENCY OPERATIONS

EMERGENCY ACTION CHECKLIST RESPONSE TO A CONFLAGRATION

<u>Action</u> -----	----- <u>Assigned Responsibility</u> -----
<u>COMMANDER (MAYOR)</u>	
Mobilize all emergency forces.	Commander (Mayor) Chief, SFFD
Consider or order evacuation of area(s).	Commander (Mayor) Chief, SFFD
Activate Emergency Public Information Procedures.	Commander (Mayor) PIO (Press Aide)
Proclaim a LOCAL EMERGENCY.	Commander (Mayor)
Request that the Governor proclaim a STATE of EMERGENCY, if required.	Commander (Mayor)
Direct opening of mass care facilities.	Commander (Mayor) Dir. Disaster Svcs. ARC
<u>OFFICE OF EMERGENCY SERVICES</u>	
Determine if ECC should be activated.	Dir. OES
Report situation and support requirements to the OES Mutual Aid Region 2 Office, as needed.	Dir. OES
Obtain proclamation of a LOCAL EMERGENCY.	Dir. OES
Activate ECC, if necessary.	Dir. OES
<u>ALL DEPARTMENTS</u>	
Verify reports; poll field units and key facilities, in the threatened area, to determine situation in their vicinity and ability to function.	Dept. Heads
Expedite movement of emergency units.	Dept. Heads

<u>Action</u>	<u>Assigned Responsibility</u>
<u>ALL DEPARTMENTS</u> - cont'd.	
Obtain transportation, supplies and equipment, personnel needed by emergency forces.	Dept. Heads Dir., Purchasing
<u>FIRE DEPARTMENT</u>	
Ensure that mobile and aerial survey units are dispatched.	Chief, SFFD Dir. DPW
Check operation of fire dispatch and reporting systems. If necessary, provide alternate communications links.	Chief, SFFD
Request fire mutual aid through OES Mutual Aid Region 2 Office, if required.	Chief, SFFD
Ensure that on-scene Incident Command System has been established.	Chief, SFFD
Establish on-scene liaison with supporting forces and agencies.	Chief, SFFD
<u>POLICE DEPARTMENT</u>	
Provide for traffic control.	Chief, SFPD
Search the evacuated area(s) to ensure that people have received warning.	Chief, SFPD
Prohibit entry into evacuated area(s).	Chief, SFPD
Establish crowd control.	Chief, SFPD
Establish access controls into damaged area(s).	Chief, SFPD
<u>DEPARTMENT PUBLIC HEALTH</u>	
Set up first aid stations, as required.	Dir. Public Health
Determine condition and situation of medical support and medical/health facilities.	Dir. Public Health

<u>Action</u> -----	----- <u>Assigned Responsibility</u>
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DEPARTMENT PUBLIC HEALTH

Request medical support assistance from OES Mutual Aid Region 2 Office, as needed.	Dir. Public Health
Supervise first aid and movement of casualties to medical facilities.	Dir. Public Health
Coordinate with coroner/Medical Examiner, as required.	Dir. Public Health
Provide assistance in the evacuation of institutionalized people in the threatened areas.	Dir. Public Health

WATER DEPARTMENT

Coordinate water availability with fire department.	Gen. Mgr., SFWD
---	-----------------

DEPARTMENT PUBLIC WORKS

Advise key personnel of results of aerial survey.	Dir. DPW Chief. SFFD
Clear routes, as needed, to support fire and rescue activities.	Dir. DPW
Obtain and provide engineering equipment, as required.	Dir. DPW
Activate Multi-purpose Staging Area(s) (MSAs), as destination points for mutual aid.	Dir. DPW Chief. SFFD
Determine status of transportation routes.	Dir. DPW Gen. Mgr. Muni Ry.

PUBLIC UTILITIES

Determine status of utilities.	Gen. Mgr. PUC Gen. Mgr. SFWD Gen. Mgr. Hetch Hetchy PG&E
--------------------------------	---

<u>Action</u>	<u>Assigned Responsibility</u>
<u>CORONER/MEDICAL EXAMINER</u>	
Establish liaison with Director, Public Health and Chief, SFFD.	Coroner/Med.-Exam.
Establish temporary morgues, as required.	Coroner/Med.-Exam.
Request coroner assistance through OES Mutual Aid Region 2 Office, as required.	Coroner/Med.-Exam.
<u>AMERICAN RED CROSS</u>	
Determine condition/status of designated Mass Care Facilities.	Dir. Disaster Services
Open Mass Care Facilities.	Dir. Disaster Services
Provide services to evacuees in Mass Care Facilities.	Dir. Disaster Services
Develop estimate of homeless and inform ECC. Periodically update.	Dir. Disaster Services

Appendix A-5

MANAGING EMERGENCY OPERATIONS

EMERGENCY ACTION CHECKLIST RESPONSE TO TSUNAMI ALERT/ACTUAL INUNDATION

<u>Action</u> -----	----- <u>Assigned Responsibility</u>
<u>ALERT PERIOD</u>	
<u>COMMANDER (MAYOR)</u>	
Order evacuation of potential Inundation area along Ocean Beach, if deemed necessary.	Commander (Mayor) Dir. OES Chief, SFFD Chief, SFPD
Determine need to activate Emergency Public Information (EPI) procedures.	Commander (Mayor) PIO (Press Aide) Dir. OES
Activate Emergency Public Information (EPI) procedures, as necessary.	Commander (Mayor) PIO (Press Aide)
<u>OFFICE OF EMERGENCY SERVICES</u>	
Inform Mayor of receipt of Tsunami Alert.	Dir. OES
Alert, <u>first priority</u> , fire dept., police dept., medical services, public works, Muni Ry.	Dir. OES
Alert, <u>second priority</u> , recreation & park dept., water department, port, Red Cross, GGNRP, PSFC, PG&E.	Dir. OES
Determine if ECC need be activated	Dir. OES
Activate ECC with minimum staff.	Dir. OES
Determine need to order evacuation of potential inundation area(s).	Dir. OES Chief, SFFD Chief, SFPD Mayor
Activate siren warning system.	Dir. OES Gen. Mgr. Dept./Elec.

<u>Action</u> -----	----- <u>Assigned Responsibility</u> -----
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ALERTED DEPARTMENTS

Alert field units as appropriate to situation.	Dept. Heads
--	-------------

POLICE DEPARTMENT

Coordinate with GGNRP police.	Chief, SFPD
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Dispatch patrol vehicles to Ocean Beach area to clear/warn pedestrian and vehicular traffic.	Chief, SFPD
--	-------------

Establish access controls into potential inundation area.	Chief, SFPD
---	-------------

Provide traffic control and movement patterns in area.	Chief, SFPD
--	-------------

ACTUAL INUNDATION

COMMANDER (MAYOR)

Activate emergency organization, as needed.	Commander (Mayor) Dir. OES
---	-------------------------------

Proclaim a LOCAL EMERGENCY, as necessary.	Commander (Mayor)
---	-------------------

Activate the ECC at a level necessary to the situation.	Commander (Mayor) Dir. OES
---	-------------------------------

Direct the opening of Mass Care Facilities.	Commander (Mayor)
---	-------------------

If not already done, activate Emergency Public Information (EPI) procedures.	PIO (Press Aide) Dir. OES
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OFFICE of EMERGENCY SERVICES

Obtain proclamation of a LOCAL EMERGENCY.	Dir. OES
---	----------

Monitor communications to determine situation in other areas.	Dir. OES
---	----------

Determine if support is required by other jurisdictions. [Do not send assistance until it is determined that the situation in the City has been abated.]	Dir. OES
--	----------

<u>Action</u> _____	<u>Assigned Responsibility</u> _____
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ALL DEPARTMENTS

Poll field units and key facilities to determine situation in their vicinity and ability to operate.	Dept. Heads
--	-------------

Mobilize emergency forces to support response activities.	Dept. Heads
---	-------------

Expedite movement of emergency units.	Dept. Heads
---------------------------------------	-------------

FIRE DEPARTMENT

Dispatch mobile and aerial units to survey for damage.	Chief, SFFD Dir. DPW
--	-------------------------

Initiate search and rescue activities	Chief, SFFD
---------------------------------------	-------------

POLICE DEPARTMENT

Establish access controls into damaged area(s).	Chief, SFPD
---	-------------

Provide traffic control.	Chief, SFPD
--------------------------	-------------

If not already done, coordinate with GGNRP police.	Chief, SFPD
--	-------------

DEPARTMENT PUBLIC WORKS

Determine status of transportation routes.	Dir. DPW Gen. Mgr., Muni Ry.
--	---------------------------------

Advise key personnel of results of damage survey, as appropriate.	Dir. DPW Chief, SFFD
---	-------------------------

Order evacuation of all unsafe structures and area(s).	Dir. DPW
--	----------

Clear routes as needed to support rescue and emergency activities, as necessary.	Dir. DPW
--	----------

Obtain and provide engineering equipment needed for rescue and cleanup operations.	Dir. DPW
--	----------

Activate Multipurpose Staging Areas as necessary.	Dir. DPW
---	----------

<u>Action</u> -----	----- <u>Assigned Responsibility</u> -----
<u>DEPARTMENT PUBLIC HEALTH</u>	
Set up first aid stations as required.	Dir, Public Health
Supervise first aid and movement of casualties to medical/health facilities.	Dir, Public Health
Coordinate with coroner/Medical Examiner.	Dir, Public Health
<u>PUBLIC UTILITIES</u>	
Determine status of utilities.	Gen. Mgr., PUC Gen. Mgr., SFWO Gen. Mgr., Hetch Hetchy PG&E
<u>RED CROSS</u>	
Determine condition of designated Mass Care Facilities.	Dir, Disaster Services
Mobilize care and shelter components.	Dir, Disaster Services
Activate Mass Care Facilities.	Dir, Disaster Services
Receive, shelter and care for evacuees.	Dir, Disaster Services
Develop preliminary estimate of homeless and inform ECC. Periodically update.	Dir, Disaster Services

Appendix A-6

MANAGING EMERGENCY OPERATIONS

EMERGENCY ACTION CHECKLIST RESPONSE TO SEICHE INUNDATION

<u>Action</u> -----	----- <u>Assigned Responsibility</u>
<u>COMMANDER (MAYOR)</u>	
Activate emergency organization, as needed.	Commander (Mayor) Dir. OES
Proclaim a LOCAL EMERGENCY, as necessary.	Commander (Mayor)
Activate the ECC at a level necessary for the situation.	Commander (Mayor)
Direct the opening of Mass Care Facilities, as might be necessary to the situation.	Commander (Mayor)
If not already done, activate Emergency Public Information (EPI) procedures.	Commander (Mayor) Dir. OES PIO (Press Aide)
<u>OFFICE of EMERGENCY SERVICES</u>	
Obtain proclamation of a LOCAL EMERGENCY.	Dir. OES
Monitor communications to determine situation in other areas.	Dir. OES
Determine if support is required by other jurisdictions. [Do not send assistance until it is determined that the situation in the City has been satisfactorily abated.]	Dir. OES
<u>ALL DEPARTMENTS</u>	
Poll field units and key facilities to determine situation in their vicinity and ability to operate.	Dept. Heads
Mobilize emergency forces to support response activities.	Dept. Heads
Expedite movement of emergency units.	Dept. Heads

<u>Action</u>	<u>Assigned Responsibility</u>
<u>FIRE DEPARTMENT</u>	
Dispatch mobile and aerial units to survey for damage.	Chief, SFFD Dir, DPW
Initiate search and rescue activities.	Chief, SFFD
<u>POLICE DEPARTMENT</u>	
Establish access controls into damaged area(s).	Chief, SFFD
Provide traffic control.	Chief, SFFD
If not already done, coordinate with GGNRP police as might be appropriate.	Chief, SFFD
<u>DEPARTMENT PUBLIC WORKS</u>	
Determine status of transportation routes.	Dir DPW Gen. Mgr., Muni Ry.
Advise key personnel of results of damage survey, as appropriate.	Dir DPW
Order evacuation of all unsafe structures and area(s).	Dir DPW
Clear routes as needed to support rescue and emergency activities, as necessary.	Dir DPW
Obtain and provide engineering equipment needed for rescue and cleanup operations.	Dir DPW
Activate Multipurpose Staging Areas as necessary.	Dir DPW
<u>DEPARTMENT PUBLIC HEALTH</u>	
Set up first aid stations as required.	Dir Public Health
Supervise first aid and movement of casualties, to medical/health facilities.	Dir Public Health
Coordinate with coroner/Medical Examiner.	Dir Public Health

<u>Action</u>	<u>Assigned Responsibility</u>
<u>PUBLIC UTILITIES</u>	
Determine status of utilities.	Gen. Mgr., PUC Gen. Mgr., SFWD Gen. Mgr., Hetch Hetchy PG&E

RED CROSS

Determine condition of designated Mass Care Facilities.	Dir. Disaster Services
Mobilize care and shelter components.	Dir. Disaster Services
Activate Mass Care Facilities.	Dir. Disaster Services
Receive, shelter and care for evacuees.	Dir. Disaster Services
Develop preliminary estimate of homeless and inform ECC. Periodically update.	Dir. Disaster Services

Appendix A-7

MANAGING EMERGENCY OPERATIONS

EMERGENCY ACTION CHECKLIST
RESPONSE TO A TRANSPORTATION ACCIDENT

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
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COMMANDER (MAYOR)

Ensure that all essential emergency response services are activated.	Commander (Mayor) Dir. OES
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Proclaim a LOCAL EMERGENCY as necessary.	Commander (Mayor)
--	-------------------

Direct activation of Mass Care Facilities, as necessary.	Commander (Mayor)
--	-------------------

Direct activation of Emergency Public Information (EPI) procedures, as necessary to the situation.	Commander (Mayor) PIO (Press Aide)
--	---------------------------------------

OFFICE of EMERGENCY SERVICES

Determine if ECC should be activated.	Dir. OES Chief, SFFD
---------------------------------------	-------------------------

Activate ECC.	Dir. OES
---------------	----------

Obtain proclamation of a LOCAL EMERGENCY, as appropriate.	Dir. OES
---	----------

Ensure that State OES Mutual Aid Region 2 Office is notified of incident, as might be appropriate.	Dir. OES
--	----------

Request assistance from OES Mutual Aid Region 2 Office, as required.	Dir. OES
--	----------

ALL DEPARTMENTS

Activate emergency forces as necessary to the situation.	Dept. Heads
--	-------------

Verify reports; poll field units to determine situation in their vicinity and key facilities for ability to function.	Dept. Heads
---	-------------

<u>Action</u> -----	----- <u>Assigned Responsibility</u> -----
---------------------	--

ALL DEPARTMENTS - cont'd.

Expedite movement of emergency units allocated to emergency activities.	Dept. Heads
---	-------------

Obtain transportation, supplies and equipment needed by emergency forces.	Dept. Heads
---	-------------

FIRE DEPARTMENT

Ensure that an On-Scene Incident Command System (ICS) is activated.	Chief, SFFD
---	-------------

Ensure an On-Scene ICS Command Post is established.	Chief, SFFD
---	-------------

Ensure that rescue operations of trapped and injured people is underway.	Chief, SFFD
--	-------------

Ensure that Fire Communications initiates the notification protocol for Hazardous Materials Response Team, as appropriate.	Chief, SFFD
--	-------------

Determine if evacuation in area of incident is necessary.	Chief, SFFD
---	-------------

Collect and evaluate incoming information.	Chief, SFFD
--	-------------

Ensure a survey for damage or other hazards is conducted.	Chief, SFFD Dir. DPW
---	-------------------------

Advise key personnel of results of damage survey.	Chief, SFFD Dir. DPW
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POLICE DEPARTMENT

Clear routes as needed to support fire and rescue operations.	Chief, SFFD Dir. DPW
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Establish access controls into incident site.	Chief, SFFD
---	-------------

Provide for traffic control in area of incident.	Chief, SFFD
--	-------------

Establish crowd control measures.	Chief, SFFD
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Collect and evaluate incoming information	Chief, SFFD
---	-------------

<u>Action</u> -----	----- <u>Assigned Responsibility</u> -----
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DEPARTMENT PUBLIC HEALTH

Set up first aid stations, as required.	Dir. Public Health
Coordinate with coroner/Medical Examiner, as necessary.	Dir. Public Health
Determine status of medical support and medical/health facilities.	Dir. Public Health
Request medical support as needed for the situation.	Dir. Public Health
Supervise first aid and movement of casualties.	Dir. Public Health
Determine if hazardous materials present at the incident will require evacuation of the area.	Dir. Public Health

DEPARTMENT PUBLIC WORKS

Determine status of transportation routes.	Dir. DPW Gen. Mgr., Muni Ry.
Obtain and provide engineering equipment needed for heavy rescue.	Dir. DPW
Activate damage assessment and reporting system, as required.	Dir. DPW Dir. City Planning
Activate Multipurpose Staging Area(s). as needed.	Dir. DPW

UTILITIES

Determine status of utilities.	Gen. Mgr. PUC Gen. Mgr. SFWD Gen. Mgr. Hatch Hatchy PG&E
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RED CROSS

Open Mass Care Facilities, as needed.	Dir. Disaster Services
Mobilize Mass Care shelter components.	Dir. Disaster Services
Estimate number of homeless in care shelter and inform ECC. Update periodically.	Dir. Disaster Services

Appendix A-8

MANAGING EMERGENCY OPERATIONS

EMERGENCY ACTION CHECKLIST RESPONSE TO CIVIL DISTURBANCE

<u>Action</u>	<u>Assigned Responsibility</u>
<u>COMMANDER (MAYOR)</u>	
Proclaim LOCAL EMERGENCY as necessary.	Commander (Mayor)
Assure that all essential emergency services are activated as necessary to the situation.	Commander (Mayor)
Activate Emergency Public Information (EPI) procedures.	Commander (Mayor) PIO (Press Aide) Chief, SFPD
Determine if ECC should be activated.	Commander (Mayor) Dir. OES
<u>OFFICE of EMERGENCY SERVICES</u>	
Obtain proclamation of LOCAL EMERGENCY, as appropriate.	Dir. OES
Activate ECC as required to the situation.	Dir. OES Chief, SFPD
Determine if OES Communications Van is needed.	Dir. OES Chief, SFPD
Ensure that State OES Mutual Aid Region 2 Office is notified of incident, as appropriate.	Dir. OES
<u>POLICE DEPARTMENT</u>	
Activate On-Scene Incident Command Post.	Chief, SFPD
Inform Mayor of the situation.	Chief, SFPD
Ensure Incident Management System for On-Scene management is activated, as required.	Chief, SFPD

<u>Action</u>	<u>Assigned Responsibility</u>
<u>POLICE DEPARTMENT</u> - cont'd.	
Determine status of transportation routes.	Chief, SFPD Gen. Mgr., Muni Ry.
Provide traffic control in vicinity as needed.	Chief, SFPD
Establish access controls into incident site/area.	Chief, SFPD
Collect and evaluate incoming information.	Chief, SFPD Chief, SFPD Dir. DES
Request assistance from DES Mutual Aid Region 2 Law Enforcement Coordinator, as required.	Chief, SFPD
Activate Multipurpose Staging Area, as required.	Chief, SFPD Dir. DPW
<u>ALL DEPARTMENTS</u>	
Verify reports; Poll field units to determine situation in their vicinity, also key facilities.	Dept. Heads
Expedite movement of emergency units allocated to support emergency activities.	Dept. Heads
Obtain supplies and equipment needed by response forces.	Dept. Heads
Restore essential services that might have been disrupted.	Dept. Heads
<u>DEPARTMENT PUBLIC HEALTH</u>	
Set up first aid stations, as required.	Dir., Public Health
Request medical support, as needed.	Dir., Public Health
Supervise first aid and movement of casualties.	Dir., Public Health

<u>Action</u>	<u>Assigned Responsibility</u>
<u>DEPARTMENT PUBLIC HEALTH - cont'd.</u>	
Coordinate with Coroner/Medical Examiner, if required.	Dir., Public Health Coroner/Medical Exam.
<u>DEPARTMENT PUBLIC WORKS</u>	
Activate damage assessment and reporting system, as required.	Dir., DPW Dir., City Planning
Initiate debris clean-up, as required.	Dir., DPW
<u>RED CROSS</u>	
Activate Mass Care Facilities as, and/or required.	Dir., Disaster Services
Mobilize care and shelter components.	Dir., Disaster Services
Receive, shelter and care for displaced persons.	Dir., Disaster Services
Estimate number of displaced persons and report to the ECC and/or Incident Commander.	Dir., Disaster Services

Appendix A-9

MANAGING EMERGENCY OPERATIONS

EMERGENCY ACTION CHECKLIST RESPONSE TO WAR EMERGENCY

<u>Action</u> _____	<u>Assigned Responsibility</u> _____
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Increased Readiness/Alert

COMMANDER (MAYOR)

Determine what normal activities and services can be deferred or curtailed to free manpower and funds for emergency preparations.	Commander (Mayor)
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Defer or curtail all non-essential services. Cancel leaves and days off, or re-call all personnel on leave and start two shift operations. Make specific assignment to emergency duty stations.	Commander (Mayor) Dept. Heads
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Suspend all non-emergency functions.	Commander (Mayor)
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Place all City personnel on stand-by alert.	Commander (Mayor) Dept. Heads
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Mobilize City personnel, as needed.	Commander (Mayor) Dept. Heads
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Initiate review and update of policies, plans, and materials for informing the public via the Emergency Broadcast System, (EBS) and other media during emergency/crisis period.	Commander (Mayor) PIO (Press Aide) Dir. OES
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OFFICE of EMERGENCY SERVICES

Review and update Management Annex.	Dir. OES
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Update organization plan and assignment of personnel, as required for situation.	Dir. OES Dept. Heads
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Establish a communications and reporting system.	Dir. OES Dept. Heads
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<u>Action</u>	<u>Assigned Responsibility</u>
<u>OFFICE of EMERGENCY</u> - cont'd.	
Initiate refresher training to familiarize personnel with Emergency Plan and assignments.	Dir. OES Dept. Heads
Designate personnel to be available 'around the clock'.	Dir. OES Dept. Heads
Check the communications and reporting system, as needed.	Dir. OES
Review plan for activating ECC.	Dir. OES
Review resource information (personnel, equipment and supplies), Key facilities, and communications.	Dir. OES Dept. Heads
Review and update mutual aid agreements.	Dir. OES Dept. Heads
Inspect and mark shelters for the public, essential workers, and arrange for occupancy.	Dir. OES Dir. DPW Gen. Mgr. DSS
Review or develop shelter facility plans and procedures for upgrading, expedient shelter construction, ventilation, and stocking.	Dir. OES Dir. DPW
Recruit, train and assign personnel needed for in-place sheltering assignment/responsibilities.	Dir. OES Gen. Mgr. DSS
If needed, begin improving ECC and other control facilities; provide auxillary power.	Dir. OES Dir. DPW
Consider activation of ECC.	Dir. OES
Monitor spontaneous evacuation from City.	Dir. OES Chief, SFPD
If crises subsides and political environment stabilizes and returns to normal, prepare an After-Action report of departmental actions during the crisis period.	Dir. OES

<u>Action</u> -----	----- <u>Assigned Responsibility</u>
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ALL DEPARTMENTS

Coordinate with supporting agencies and personnel to upgrade department and emergency organization responsibilities.	Dept. Heads
Report status of readiness of department and emergency organization responsibilities, to Commander (Mayor).	Dept. Heads Dir. OES
Coordinate intensified training in emergency skills and make final preparations for attack.	Dept. Heads
Procure needed supplies and equipment.	Dept. Heads
Establish controls over the allocation, distribution, and use of available resources.	Dept. Heads
If crises subsides and political environment stabilizes and returns to normal, prepare an After-Action report of departmental actions during the crisis period.	Dept. Heads

CONTROLLER

Coordinate assembly and transfer of vital documents and records to protected relocation sites.	Controller
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FIRE DEPARTMENT

Expand fire prevention programs, modify or confirm fire contingency plans, as appropriate.	Chief, SFFD
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DEPARTMENT PUBLIC WORKS

Inspect buildings that can be upgraded to provide shelter.	Dir. DPW
Locate and reserve shelter construction equipment and materials.	Dir. DPW
Begin procuring previously identified equipment and supplies.	Dir. DPW

<u>Action</u>	<u>Assigned Responsibility</u>
<u>Mobilization</u>	
<u>COMMANDER (MAYOR)</u>	
Accelerate all incomplete readiness actions and maintain readiness for an attack warning.	Commander (Mayor) Dept. Heads
Direct implementation of 12 hour work schedule.	Commander (Mayor)
Initiate transfer of vital documents and records to protected relocation sites.	Commander (Mayor) Controller
Determine the equipment and personnel who might move to host areas for support assistance.	Commander (Mayor) Dept. Heads Dir. OES
If crisis subsides and political environment stabilizes and returns to normal:	
Initiate return of vital documents and records to the City.	Commander (Mayor) Controller
Direct return to normal work shifts.	Commander (Mayor)
Initiate After-Action reports of departmental actions during the crisis period.	Commander (Mayor) Dept. Heads
<u>PUBLIC INFORMATION</u>	
Urge the public to make final preparations without delay, such as gathering supplies, filling drinking water containers, etc.	PIO (Press Aide) Dir. OES
Expand public information effort on protective measures, fire prevention, self-help firefighting, and medical self-help.	PIO (Press Aide) Dir. OES Chief, SFFD Dir. Public Health
<u>OFFICE of EMERGENCY SERVICES</u>	
Fully man ECC and radiological monitoring stations.	Dir. OES Chief, SFFD
Ensure communications with emergency organizations and other jurisdictions is maintained.	Dir. OES Dept. Heads as appropriate

<u>Action</u> _____	_____ <u>Assigned Responsibility</u> _____
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OFFICE of EMERGENCY SERVICES - cont'd.

Prepare After-Action report of emergency actions during crises period.	Dir. OES
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DEPARTMENT PUBLIC WORKS

In accordance with guidelines, begin and/or coordinate shelter upgrading and expedient shelter construction.	Dir. DPW
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As necessary, improve protection of the ECC or relocate to a protected facility.	Dir. DPW Dir. OES
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DEPARTMENT PUBLIC HEALTH

Improve medical capability; initiate actions to release dischargeable patients; prepare to expand bed capacity.	Dir., Public Health Hospital Administrators Public & Private
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Initiate actions to protect institutionalized persons.	Dir., Public Health
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DEPARTMENT SOCIAL SERVICES

Fully mobilize shelter management teams, activate shelter complex staffs, and prepare shelters for occupancy.	Dir. DSS Red Cross (as allowed by international auth)
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Attack Warning

See <u>Attachment A-5-B</u> , Checklist Guide for Attack Operations.	Commander (Mayor) Dir. OES Chief, SFPD Chief, SFPD Dir. Public Health Gen. Mgr. DSS Dept. Heads
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Attachment 1, Appendix A-9

LOCAL INCREASED READINESS ACTIONS

<u>Action</u>	<u>Assigned Responsibility</u>
Basic actions to increase government readiness, develop or improve the ECC, and increase direction and control.	
Brief Mayor and Board of Supervisors and review FEMA Civil Protection Guide (CPG) 1-7.	Dir. OES
Brief Department Heads and review plans.	Dir. OES Commander (Mayor)
Review and update procedures for support of City forces.	Dir. OES
Review status of ECC facility.	Dir. OES
Brief Commander (Mayor) on ECC status and plans for improvement.	Dir. OES Dir. DPW
Review and update plans and SOPs for ECC.	Dir. OES Dept. Heads
Plan for shelter complex headquarters if required.	Gen. Mgr. DSS Dir. OES
Review assignments of City employees.	Dept. Heads
Begin improvement of ECC.	Dir. OES Dir. DPW
Alert ECC Staff.	Commander (Mayor) Dir. OES
Man ECC 24 hours at Standby Level/Minimum Operational Level.	Dir. OES Dept. Heads
Man ECC fully.	Commander (Mayor)
Activate shelter complex headquarters.	Dir. DSS

Attachment A-9-A, Appendix A-9

EMERGENCY PUBLIC INFORMATION CHECKLIST
FOR
WAR EMERGENCIES

The following Emergency Public Information (EPI) Checklist is specific to a war emergency and should be considered in addition to the basic EPI Checklist.

Normal Preparedness Operations

- o Create camera-ready news supplements which can be quickly printed during an international crises that might lead to enemy attack.
- o Create radio/TV announcement to announce release of news supplements
- o Create a map of hazard areas which can be broadcast by TV stations during a defense emergency.
- o Respond to public and media inquiry about war effects, including blast and radioactive fallout, and protective measures such as shelters, shelter upgrading, evacuation, etc.

Increased Readiness Operations

- o Inform the public, both through broadcast and print media, to monitor radio and/or television broadcasts for up-to-minute information. If the Emergency Broadcast System (EBS) is activated, inform the public (through the press) to tune to their local EBS station.
- o Tell the public about seeking protection in-place should attack come without warning. Release list of shelters in the City.
- o Release instructions on construction of expedient shelters.
- o Arrange for printing of camera-ready news supplements.
- o Determine distribution points for news supplements (libraries, fire stations, schools, other public places) and request cooperation of departments concerned.
- o Arrange delivery of printed supplements in bulk to distribution points
- o If local newspaper offices are printing supplements, arrange for delivery (when authorized) along with or instead of regular newspaper delivery. If possible, arrange for delivery to all residences within a specified area, rather than just to subscribers.

Increased Readiness Operations - cont'd.

- o Complete radio/TV announcement and deliver to media to broadcast on authority of City Public Information Officer (PIO), or arrange to access the EBS, following usual procedures.
- o Complete map of hazard areas for TV use and deliver to stations.
- o Encourage individuals to develop appropriate family emergency plan.
- o Begin broadcasting (and publishing) general health, safety, and survival information and continue unless more critical and specific emergency information takes precedence.
- o Release information (if available) to special groups, as appropriate.
- o Familiarize the public with the local attack warning signal (by description, NOT by sounding of the signal, which might cause undue alarm).

Attack Operations

- o Move the public information function to designated shelter and continue to broadcast situation reports and health and safety information as long as possible.

(Note: In the event of nuclear attack, unless protected, communications devices not destroyed by blast or heat may fail temporarily or permanently because of the resulting electromagnetic pulse (EMP). This would include radio and television receivers, car radios, and battery-powered portable transistor radios, as well as broadcast stations themselves. The area of electromagnetic disturbance could extend hundreds of miles, depending upon the altitude of the detonation.)

- o If communications transmitter is working, broadcast:
 - Situation reports.
 - Safe times for shelter emergence.
 - Instructions for remedial movement, if any.
 - Government plans for recovery, if and when known.

CHECKLIST GUIDE
FOR
ATTACK OPERATIONS

The following exhibits provide listings of actions to be taken in response to an attack warning and for responding to specific attack contingencies:

1. - Attack Warning.
2. - Nuclear Attack - Local Damage Possible.
3. - Local Area is Undamaged.
4. - Attack Over - Assessment of Fallout Hazard.
5. - Sustaining Population Postattack.
6. - Significant Damage and Fires in Area.
7. - Uncontrollable Fire.
8. - Fires Under Control.
9. - Attack Over - Assessment of Damage and Surviving Capability.
10. - Remedial Movement of Nonsustainable Survivors.

Exhibit 1, Attachment A-9-B

CHECKLIST GUIDE
FOR
ATTACK WARNING

Disseminate attack warning and shelter instructions to the public and emergency operating organizations by all means available.

- o Control and expedite population movement to best available shelters.
- o Deploy emergency personnel to assigned shelters and provide:
 - Law enforcement support to shelter managers.
 - Shelter-based medical support.
 - Leadership for fire prevention actions.
- o Receive population in shelter facilities; organize shelter teams; complete readying of shelters for occupancy; and reduce fire vulnerability of shelter facilities
- o When movement to shelter is completed, suspend all operations outside shelter, except those required for safety of shelter occupants
- o Position sheltered population for maximum protection from direct effects.
 - Put maximum number of people in basements, lying down or sitting on the floor, away from doors.
 - If basements are not available, put people in the central part of the building, on lower floors, lying or sitting on the floor out of line of possible flying glass.
- o If normal EOC is not adequately protected, transfer functions to designated alternate facility affording protection.
- o Protection communications equipment against EMP.
- o Transfer control to Shelter Complex Headquarters.
- o Begin weapons effects monitoring and reporting procedures.
- o If a nuclear weapon is used, take actions indicated in Exhibit 2

Exhibit 2, Attachment A-9-B

CHECKLIST GUIDE
FOR
NUCLEAR DETONATION - LOCAL DAMAGE POSSIBLE

- o Determine situation throughout area, using caution to minimize exposure if fallout is present. (Forces should not be deployed or dispatched until fallout levels have reduced to levels which are safe for limited periods of exposure.)
 - Begin fallout monitoring and reporting. If fallout is detected, monitor dose rates and total dose to personnel. As feasible, rotate assignments of field units to limit dose.
 - If communications to with shelters, key facilities and monitoring stations are not operational, deploy mobile units as alternative communications links.
 - Deploy shelter teams and units to survey shelters and neighboring buildings for weapon -caused damage and developing fires; suppress incipient fires.
 - Dispatch mobile units to survey predesignated areas for damage, fires and other effects.
 - Determine operability of power, water, and other systems serving the City.
 - Monitor communications, if possible, to determine situation in nearby jurisdictions.
- o If survey indicates City is clear of damage and developing fires, take actions indicated in Exhibit 3.
- o If significant damage and developing fires area reported, take actions indicated in Exhibit 6.

Exhibit 3, Attachment A-9-B

CHECKLIST GUIDE
FOR
LOCAL AREA UNDAMAGED

- o Report situation and lifeline system failures.
- o Advise public of situation and instruct them to remain in the best protective shelter against direct effects and fallout (through EBS).
- o Recall service units and survey teams to best shelter against fallout
- o Prepare to receive , care for, and receive shelter refugees from nearby damaged areas. Assign refugees to shelter space with best protection from fallout.
- o Restore disrupted essential services, if feasible.
- o Continue shelter-based fire watch; if fires threaten sheltered population or vital facilities, dispatch units to suppress fires and return to shelter.
- o Assist nearby damaged localities unless prohibited by severe fallout hazard.
 - Dispatch units to assist operations in, and evacuation from, more seriously affected areas.
 - Provide shelter-based medical care to refugees.
- o Maintain fallout shelter posture until additional attacks are considered unlikely, then take actions indicated in Exhibit 4.

Exhibit 4, Attachment A-9-B

CHECKLIST GUIDE
FOR
ATTACK OVER - ASSESSMENT OF HAZARD

- o Inform public and services of situation; instruct public to relax protective posture against direct nuclear weapons effects, but to remain in shelter until advised otherwise.
- o Reconnect communications and other equipment that was shut down to protect against EMP. Reestablish communications in Operational Area (City & County of San Francisco).
- o If fallout radiation presents a substantial hazard:
 - Continue to survey fallout situation throughout the City.
 - Poll monitors to determine dose received by personnel and the current dose rates in their locations.
 - Evaluate radiation monitor reports and update xsd continue exposure control guidance for unsheltered operations; advises service units and public.
 - When feasible, dispatch mobile monitors on dose-limited missions to survey outside dose rates throughout the City and dose rates in essential facilities that are not fallout shelters.
 - Estimate period of time that occupancy of staging areas, hospitals, and other essential facilities will be denied by fallout radiation levels. If appropriate, develop priorities and schedule for decontamination to reduce denial times.
 - Update estimates of radiation casualties (people whose total dose for one month will be greater than 350r).
 - Estimate required shelter stay times. Develop schedule for emergence from shelter, and inform services and public.
 - Determine whether accumulated dose and residual radiation levels will permit sustaining population in the City after emergence from shelter.
 - Develop plans and schedule for remedial movement of people that cannot be sustained because of dose, residual radiation levels, or shortages of resources and essential services.

Exhibit 5, Attachment A-9-B

CHECKLIST GUIDE
FOR
SUSTAINING POPULATION POSTATTACK

- o If fallout limits unsheltered operations, conduct sustaining operations in accordance with dose controls:
 - Continue radiation monitoring and dose controls on unsheltered operations.
 - Begin decontamination of staging areas and other essential facilities at time specified by radiation levels.
 - Maintain population in shelter until radiation levels are reduced by radioactive decay or decontamination teams to levels that permit occupancy of facilities other than fallout shelters.
- o When permitted by fallout levels:
 - Begin controlled release of population from shelter; if needed, continue decontamination and part-time use of shelter.
 - Establish staging areas as a base for remedial movement and recovery operations and a destination point for aid coming into the City.
 - Start remedial movement of population that cannot be sustained in the City. Move them to other areas with substantially lower dose rates.
 - Expand shelter-based emergency medical care centers to facilities that are not fallout shelters.
 - Resume vector control, sewage disposal, food and water inspections and other essential public health measures.
 - Control distribution and use of essential resources; receive and distribute resources supplied from other areas.
 - Organize work teams from the population and assign them to the appropriate emergency operating organization, as needed.
 - Assign emergency units arriving from without the City and assign them to appropriate emergency forces.
 - Begin restoration of water distribution, sanitation, power, transportation, communications, and other lifeline systems needed to sustain the population and to resume operations of vital facilities. As necessary, use expedient measures or alternative resources to provide needed services.
 - Establish Reception and Care Centers as needed to provide for immediate needs of people when they are released from shelter or are evacuated from other more hazardous areas.

Exhibit 6, Attachment A-9-B

CHECKLIST GUIDE
FOR
SIGNIFICANT DAMAGE AND FIRES IN CITY

- o Continue damage survey actions to determine situation through the City
- o Protect sheltered population and vital facilities from developing fire threat and perform lifesaving operations. (Note: If radiation levels are extremely high, field units may be unable to leave shelters.)
 - Broadcast emergency advice to the public, instructing them to take self-help actions to 'knock down' incipient fires and assist trapped and injured in their vicinity.
 - Deploy all field units (law, fire, etc.) and shelter teams to locate and 'knock down' incipient fires by self-help firefighting.
 - Dispatch fire units to engage fires not controllable by self-help actions.
 - Determine adequacy of water supply and pressure for firefighting. Take steps to maintain service or provide emergency supplies.
 - Coordinate firefighting and keep all services informed of areas threatened by, and/or safe from, fire.
 - Clear debris as needed to support fire and rescue efforts, to allow transport of casualties to shelters for first aid, and to permit outside assistance.
 - Rescue entrapped people, perform first aid, search all occupied facilities that are damaged or threatened by fire, and assist survivors from untenable facilities to safe locations.
- o Determine requirements for outside assistance; request assistance from nearby undamaged jurisdictions; accept control of, and assign missions to, incoming support units.
- o If fallout is present, suspend radiation dose controls until shelter base and vital service facilities are secure from developing fire threat. Continue monitoring dose rates and total dose to personnel.
- o If an uncontrollable fire is developing, take actions indicated in Exhibit 7.
- o If fires are under control, take actions indicated in Exhibit 8.

Exhibit 7, Attachment A-9-B

CHECKLIST GUIDE
FOR
UNCONTROLLABLE FIRE

- o Evacuate predesignated areas susceptible to mass fire and move evacuees over designated routes to fire-safe evacuation sites, whether or not fallout is present.
 - Search evacuation area to ensure that people receive warning; assist in evacuation and perform rescue and first aid, as necessary.
Abandon fire control actions in evacuation area, relocate equipment to safety, and continue search and rescue, as feasible.
 - Clear primary or alternate evacuation routes as needed.
 - Provide aid as needed to assist evacuation of injured, and others needing assistance.
 - Erect water screens along escape route where fire intensity would preclude movement.
 - Search each facility to ensure that it is vacated.
 - If feasible, move supplies and equipment.
 - Establish access controls to vacated areas.
- o Outside evacuation area:
 - Concentrate fire control efforts on protection of shelter sites and establishment of fire lines to prevent mass fire from spreading. Continue search, rescue, and first aid actions, as needed.
 - Receive, shelter, and care for evacuees; use best available facilities, considering the circumstances, for shelter. Direct evacuees to decontaminate themselves by brushing or wiping before entering shelter(s).
 - Call for needed supplies, equipment, and support services.
Provide first aid and medical care to refugees at shelter sites.
- o If fallout is present, suspend radiation dose controls until actions to protect the surviving population from immediate threat of fire are completed.
- o If any shelter, or service facility becomes untenable because of fire spread:
 - Evacuate site and relocate, as feasible, to another site.
- o When actions to escape from uncontrollable fires are complete, take actions indicated in Exhibit 8.

Exhibit 8, Attachment A-9-B

CHECKLIST GUIDE
FOR
FIRES UNDER CONTROL

- 0 Advise public of situation and warn them to remain sheltered until danger of further attack or fallout is over.
- o Direct emergency operating organizations to initiate the following actions:
 - Maintain fire lines and either suppress residual fires or allow them to burn out.
 - Release and reassign units and shelter teams not needed for control.
 - Prohibit nonessential operations outside shelter.
 - Advise shelter managers to maintain protective posture against direct effects and fallout; improve protection as feasible.
 - Assign refugees from fire area and returning units to shelter space with best available fallout protection; provide shelter-based first aid.
 - Determine shelter loading, location, and numbers of unsheltered people, numbers of injured survivors, and requirements for medical assistance and logistics support.
- o If decreasing dose rates are greater than 50 R/hr (out of shelter):
 - Prohibit nonessential operations outside shelter; occupy shelter areas with lowest dose rates and wait for dose rates to decrease.
 - Authorize dose-limited missions outside shelter only if essential to protect shelter system; use personnel with least dose exposure and rotate units to limit dose.
 - Initiate remedial movement of population groups, only if feasible and essential to reduce casualties -- coordinate interjurisdictional movement with the Operational Area EOC.
 - Estimate required shelter stay time.
- o If decreasing dose rates are less than 50 R/hr (out of shelter):
 - Authorize dose-limited missions outside shelter using personnel with least dose exposure and rotating units to limit dose.
 - Estimate required shelter stay time, and authorize shelter managers to expand to nonshelter areas when dose rates permit.

- o Unless prohibited by extreme fallout hazard:
 - Continue search, rescue, and first aid; assist survivors to shelter.
 - When re-entry to mass fire areas is feasible, initiate search for, and rescue of, survivors in burned over areas.
 - Provide support to other areas as directed.
 - If feasible, restore disrupted essential services.
- o If nearby areas are safe from fire:
 - Consider moving unsheltered people and injured persons to nearby areas, unless prohibited by fallout detected in these areas.
- o When additional attacks are considered unlikely, take actions indicated in **Exhibite 9**.

Exhibit 9, Attachment A-9-B

CHICKLIST GUIDE
FOR
ATTACK OVER - ASSESSMENT OF DAMAGE & SURVIVING CAPABILITY

- o If fires in area are uncontrollable, consider abandoning firefighting and concentrating on evacuating threatened population.
- o When permitted by fallout, dispatch survey teams to determine extent and severity of blast and fire damage, debris, hazardous structures, residual fires, etc.
- o Determine requirements and capabilities for sustaining survivors.
 - Survey field units and facilities, to determine their ability to function.
 - Determine distribution of sheltered and unsheltered survivors and their requirements for potable water, food, medical care, and other support.
 - Survey potable water supplies, food stocks, medical supplies, and other needed resources.
 - Determine whether housing facilities are safe for occupancy.
 - Survey condition of hospitals and other medical facilities; determine whether they can resume their functions, and with what bed capacity.
 - Determine condition of lifeline systems serving the area.
 - * If nonfunctional, determine whether essential services can be restored or can be provided by alternative sources or expedient measures.
 - * If functional, determine whether available capacity will meet demand.
 - Establish communications within the City and with other jurisdictions, if possible. If needed, use mobile units to serve as alternate communications links until communications are restored.
- o As required, start remedial movement of nonsustainable survivors as indicated in Exhibit 10.

Exhibit 10, Attachment A-9-B

CHECKLIST GUIDE
FOR
REMEDIAL MOVEMENT OF NONSUSTAINABLE SURVIVORS

When permitted by fallout:

- o Establish staging areas as a base for movement operations.
- o Provide transportation needed to move designated nonsustainable population to other areas, as might be determined.
- o As needed, clear debris and open transportation routes.
- o Coordinate operations for remedial movement of nonsustainable population with operations concerning sustainable population.
 - Import resources and continue or resume essential services for sustainable population. Survey capability for supporting the remaining population.
 - Continue remedial movement, as necessary, until remaining population can be supported by locally available or imported resources and services.

Appendix A-10

MANAGING EMERGENCY OPERATIONS

EMERGENCY ACTION CHECKLIST PEACETIME NUCLEAR/TECHNOLOGICAL INCIDENT

<u>Action</u> _____	<u>Assigned Responsibility</u> _____
<u>COMMANDER (MAYOR)</u>	
Assure that all essential emergency services are activated, as necessary to the situation.	Commander (Mayor)
Proclaim LOCAL EMERGENCY, as necessary.	Commander (Mayor)
Activate Emergency Public Information (EPI) procedures, as necessary to the situation.	Commander (Mayor) PIO (Press Aide) Dir., OES
Place all City personnel/departments on alert to the situation.	Commander (Mayor) Dir., OES Dept. Heads
Mobilize City personnel, as needed, to respond to the situation.	Commander (Mayor) Dept. Heads
Order evacuation, as required, of potential endangered areas.	Commander (Mayor) Chief, SFFD Dir., OES
Request that the Governor proclaim a STATE of EMERGENCY, if required.	Commander (Mayor)
Inform and coordinate with President, Board of Supervisors.	Commander (Mayor)
<u>EMERGENCY INFORMATION SECTION</u>	
Arrange for broadcast of information and instructions directing evacuation from endangered area(s).	PIO (Mayor's Press Aide)
<u>OFFICE of EMERGENCY SERVICES</u>	
Ensure key personnel are briefed on situation, and periodic update briefings are scheduled.	Dir., OES

<u>Action</u>	<u>Assigned Responsibility</u>
<u>OFFICE of EMERGENCY SERVICES - cont'd.</u>	
As determined, initiate contact with higher level appropriate officials - state/federal - concerning the situation.	Dir., OES
Activate ECC as required for the situation.	Dir., OES
Obtain proclamation of LOCAL EMERGENCY, as appropriate.	Dir., OES
Establish contact with State OES Mutual Aid Region 2 Office concerning incident.	Dir., OES
Determine if and where OES Communications Van is needed or can be used.	Dir., OES
Coordinate with Red Cross for opening of Mass Care Shelters.	Dir., OES
Monitor relocation of evacuees - movement and accommodation.	Dir., OES
<u>ALL DEPARTMENTS</u>	
Activate emergency forces as necessary to the situation.	Dept. Heads
Alert key facilities in the endangered area(s).	Dept. Heads
Poll field units to determine situation in their vicinity.	Dept. Heads
Expedite movement of emergency units allocated to emergency activities.	Dept. Heads
Prepare appropriate fund documents to access emergency fund procedures.	Dept. Heads
<u>FIRE DEPARTMENT</u>	
Ensure that an Incident Command System is established.	Chief, SFFD
Ensure that the ECC, if activated, is notified upon establishment of an On-Scene Incident Command Post.	Chief, SFFD

<u>Action</u> -----	----- <u>Assigned Responsibility</u> -----
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FIRE DEPARTMENT - cont'd.

Coordinate establishment of staging area(s) for movement of people from endangered area(s).	Chief, SFPD Chief, SFPD
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Coordinate with PIO concerning evacuation instructions for public.	Chief, SFPD
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Ensure that evacuation operation is underway.	Chief, SFPD Chief, SFPD
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Collect and evaluate incoming information.	Chief, SFPD
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POLICE DEPARTMENT

Coordinate the establishing of primary evacuation routes.	Chief, SFPD
---	-------------

Provide traffic control within and from the evacuation area(s).	Chief, SFPD
---	-------------

Establish crowd control measures.	Chief, SFPD
-----------------------------------	-------------

Coordinate with Red Cross for controls at designated Mass Care Shelters.	Chief, SFPD
--	-------------

Coordinate with PIO concerning evacuation instructions for public.	Chief, SFPD
--	-------------

DEPARTMENT of PUBLIC HEALTH

Provide and establish environmental monitoring stations in potential endangered area(s).	Dir. Public Health
--	--------------------

Determine/coordinate evacuation needs, area(s), and time schedule requirements.	Dir. Public Health
---	--------------------

Set up first aid stations, as necessary.	Dir. Public Health
--	--------------------

Request medical support as needed for the situation.	Dir. Public Health
--	--------------------

Coordinate with Red Cross, medical/health needs at Mass Care Shelters.	Dir. Public Health
--	--------------------

<u>Action</u> -----	----- <u>Assigned Responsibility</u> -----
---------------------	--

DEPARTMENT PUBLIC HEALTH - cont'd.

Request/coordinate for environmental monitoring team support from DES Mutual Aid Region 2 Office.	Dir. Public Health
---	--------------------

Initiate actions to protect institutionalized persons.	Dir. Public Health
--	--------------------

RED CROSS

Mobilize Mass Care Shelter components.	Dir. Disaster Services
--	------------------------

Coordinate/open Mass Care Shelters, as needed.	Dir. Disaster Services
--	------------------------

Estimate number of homeless in care shelters and inform ECC, if activated. Update periodically.	Dir. Disaster Services
---	------------------------

MUNICIPAL RAILWAY

Coordinate with fire and police for establishing staging area(s) for movement of people from endangered area(s).	Gen. Mgr., Muni Ry.
--	---------------------

Provide transportation and movement control, as needed, to expedite relocation of people to Mass Care Shelters.	Gen. Mgr., Muni Ry.
---	---------------------

Evaluate need to adjust/close normal public transportation routes through/around endangered area(s).	Gen. Mgr., Muni Ry.
--	---------------------

Appendix A-11

MANAGING EMERGENCY OPERATIONS

EMERGENCY ACTION CHECKLIST RESPONSE TO EARTHQUAKE PREDICTION/ADVISORY

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
<u>COMMANDER (MAYOR)</u>	
Prepare policy statement for discussion and adoption by Board of Supervisors.	Commander (Mayor) Dir. OES
Develop list of persons and agencies to be notified.	Commander (Mayor) Dir. OES
Convene Disaster Council.	Commander (Mayor)
Make public announcement as appropriate to the situation.	Commander (Mayor) Press Aide
<u>PUBLIC INFORMATION SECTION</u>	
Review procedures for activating EBS.	PIO (Press Aide)
Brief EBS station personnel on the prediction, the warning procedure, and public warning messages.	PIO (Press Aide) Dir. OES
Review plans for establishing a local Media Response Center, and plans for conducting periodic media briefings during the prediction/advisory period.	PIO (Press Aide)
Prepare public warning messages and distribute to local media for print and broadcast.	PIO (Press Aide)
Brief department PIOs and Public Relations staff on the prediction message, prediction and earthquake response plans; review public information procedures, pre-prepared messages, etc.	PIO (Press Aide) Dir. OES
Establish liaison and review coordination procedures with State PIO representatives.	PIO (Press Aide)
Establish public information telephone hotline.	PIO (Press Aide)

<u>Action</u>	<u>Assigned Responsibility</u>
<u>OFFICE of EMERGENCY SERVICES</u>	
Inform Mayor of receipt of earthquake prediction/advisory.	Dir. OES
Notify personnel and agencies listed on Attachment A-11-A. Read message contained in Attachment A-11-B.	Dir. OES
Conduct briefing for affected personnel, departments/agencies (Attachment A-11-A) and support personnel on the status of the prediction, specific information on the predicted earthquake, the City's response plans, public information procedures.	Dir. OES PIO (Press Aide)
Establish liaison with key utility, industry, and state agency personnel.	Dir. OES
Request standby of helicopters.	Dir. OES
If Governor has declared an emergency, obtain a copy of the text from State OES via CLETS.	Dir. OES
Initiate check of ECC for non-structural hazards that could/should be reduced. Develop schedule for reducing identified hazards.	Dir. OES Chief, SFFD Dir. DPW
Prepare, print, and distribute public information, including earthquake preparedness and response tips, to potentially affected public.	Dir. OES PIO (Press Aide)
Review ECC activation procedures and identify conditions under which the ECC will be activated.	Dir. OES
Alert immediate emergency response agencies to advisory: fire, police, medical services, public works, water, Red Cross, PG&E.	Dir. OES

<u>Action</u> _____	Assigned _____Responsibility_____
---------------------	--------------------------------------

DEACTIVATION ACTIVITIES If the prediction is cancelled without occurrence of earthquake,

Notify all those initially notified (Attachment A-11-A) and inform them of cancellation of advisory.	Dir. OES
Maintain public information activities until there is no further need.	PIO (Press Aide) Dir. OES
Prepare After-Action report of activities conducted during increased readiness phase.	Dir. OES Dept. Heads

* * * * *

MITIGATION ACTIVITIES

ALL DEPARTMENTS

Survey facilities and identify those that may be subject to damage in the predicted earthquake.	Dept. Heads
Review short-term mitigation measures at facilities where valuable or fragile items or hazardous materials are used/stored.	Dept. Heads
Direct vehicles stored inside or in potentially dangerous locations to be removed to open areas, if possible. Fill gas tanks of vehicles (Minimum 50%).	Dept. Heads
Alert damage assessment and situation reporting system elements.	Dept. Heads
Review and update personnel/role assignments in response to disaster.	Dept. Heads
Inform/brief departmental personnel concerning earthquake advisory and iterate their responsibilities as City employees and the need to complete personal/family disaster planning.	Dept. Heads
Initiate inter-departmental liaison and coordination as appropriate.	Dept. Heads

Attachment A-11-A

MANAGING EMERGENCY OPERATIONS

NOTIFICATION ALERT LIST
RESPONSE TO EARTHQUAKE PREDICTION/ADVISORY

<u>Department</u>	<u>Office Telephone No.</u>
Mayor	554-6151/3456
Chief Administrative Officer	554-4852
Chief, San Francisco Fire Dept.	961-8000 X 281
Chief, San Francisco Police Dept.	553-1551
Director, Dept. Public Health	558-2466
Director, Public Works	554-6922
Coroner/Medical Examiner	553-1694
General Mgr., Municipal Railway	923-6262
General Mgr., Social Services	557-6541
General Mgr., Dept of Electricity.	558-4485
General Mgr., S.F. Water Dept.	558-3616
Supt. San Francisco School Dist.	565-9000
Director, Red Cross	776-1500
PG&E	648-8360

Attachment A-11-B

MANAGING EMERGENCY OPERATIONS

NOTIFICATION MESSAGE
RESPONSE TO EARTHQUAKE PREDICTION/ADVISORY

"This is _____, At _____ we received a message from
(individual) (time)

the State Office of Emergency Services advising us that the U.S. Geological Survey has issued an earthquake prediction for the San Francisco Bay area. The USGS feels that there is a significant likelihood that an earthquake of about magnitude _____ will occur on the _____ fault near _____ in the next _____ hours/days."

"The _____ will hold a briefing on the prediction and
(individual/department)

response plan in the _____ at _____, You and your
(place) (time)

chief alternate are expected to be there."

"Please review your emergency operations checklist, taking immediate actions as might be required. Notify those persons and agencies that provide you support resources. Key representatives of these agencies should send a representative to the briefing."

EMERGENCY PLAN - ANNEX B FIRE & RESCUE OPERATIONS

[illegible]

San Francisco Office of Emergency Services

Annex B

FIRE AND RESCUE OPERATIONS

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Annex B

FIRE AND RESCUE OPERATIONS

B.1 Introduction

This annex addresses general procedures for fire suppression and related rescue operations during natural disasters, technological incidents, and nuclear defense emergencies. In addition, it identifies the implementation procedures for mutual aid and other support depending on the magnitude of the occurrence.

B.2 Objectives

The overall objectives of fire and rescue will be to:

- o Mobilize and deploy fire resources and coordinate fire suppression and related rescue operations.
- o Coordinate light rescue operations and fire department responses to medical emergencies.
- o Coordinate and initiate fire safety measures appropriate to mitigation of fire hazards.
- o Perform containment activities associated with hazardous material spills.
- o Assist in alerting and notifying the general public.
- o Coordinate heavy rescue operations with other agencies.
- o Assist law enforcement agencies, as needed, in search and rescue efforts.

B.3 Concept of Operations

During either peacetime or nuclear defense emergencies, fire and rescue operations will be conducted by the San Francisco Fire Department, and agencies - state and federal - that have firefighting capabilities and functions relevant to the situation.

To assure the maximum efficiency in the use of fire resources, the Incident Command System (ICS), as might be modified for the San Francisco environment, should be employed by the Department for the on-scene management of facilities, equipment, personnel, procedures and communications.

B.3 Concept of Operations - cont'd.

Fire and rescue activities during peacetime and nuclear defense emergencies will usually be associated with the periods and phases indicated below. Detailed operational concepts and emergency response actions associated with various types of emergencies are provided in Appendix B, Hazard-Specific Response.

B.3.1 Pre-Emergency Period

The Pre-Emergency Period is divided into two phases as follows:

Normal Preparedness Phase

During this phase, emphasis will be placed on preparing supporting plans, Standing Operating Procedures (SOP) and checklists detailing the disposition of resources in an emergency. Such plans and procedures will provide for coordination and communication channels with counterpart agencies of other jurisdictions. Resource listings will also be prepared and maintained current. The Fire Auxiliary Reserve should be trained.

Increased Readiness Phase

This phase could begin upon receipt of an accredited earthquake prediction/advisory, the forecast of inundation which could impact San Francisco, or a rapidly deteriorating international situation which could lead to a possible nuclear attack upon the United States. Increased readiness actions will include reviewing and updating plans, SOPs and resource information, accelerating training programs, inspecting equipment, and taking other feasible measures. Necessary actions will also be taken to mobilize available resources, to include Fire Auxiliary Reserve.

B.3.2 Emergency Period

The Emergency period is divided into three phases as follows:

Pre-Impact Phase

Most actions to be accomplished during this phase would be precautionary and would be centered around taking appropriate countermeasures to protect people should ASan Francisco be impacted by an event such as a slow-rise inundation situation, a health-endangering hazardous material incident, or a nuclear attack. Fire and rescue personnel

B.3.2 Emergency Period: Pre-Impact Phase - cont'd.

could be involved in assisting law enforcement personnel in moving persons from potentially hazardous areas to safer reception areas, and assisting them, as required, in implementing access control plans for vacated or threatened areas.

Immediate Impact Phase

Actions taken during this phase will be concentrated on the well-being of people impacted by an event. Examples of such events are: a major earthquake, inundation, a large explosion, a release of hazardous materials, or a nuclear attack. Priority activities will include fire suppression and rescue operations, performing any containment of hazardous materials, and assisting in access control.

Sustained Emergency Phase

As early lifesaving and property-protection actions continue, attention can be given to other priority activities during this phase. This might include providing fire support to established Mass Care Facilities, and assisting in damage assessment.

B.3.3 Post-Emergency Period (Recovery)

Priorities during this period will be focused on continuing to provide essential fire services, and assisting with recovery operations.

B.4 Organization and Responsibilities

B.4.1 City & County of San Francisco

The Chief of Department, San Francisco Fire Department, who is a member of the Emergency Management Staff, will be responsible for:

- o Coordinating the activities of personnel engaged in fire and rescue operations.
- o Maintaining communications with field commands, including any established ICS organizations.
- o Evaluating status reports and determining priorities for commitment of fire and rescue resources.
- o Determining the need for additional assistance and submitting appropriate requests to the State Mutual Aid Region 2 Fire and Rescue Coordinator.

B.4.1 City & County of San Francisco - cont'd.

City organizations available to support fire and rescue operations are denoted in Enclosure B-1, SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES.

B.4.2 Operational Area (City & County of San Francisco)

The Operational Area Fire and Rescue Coordinator is the Chief of Department San Francisco Fire Department and is responsible for city-wide fire and rescue resources. As appropriate, the Chief of Department must notify the Mutual Aid Region 2 Fire and Rescue Coordinator of resources committed.

B.4.3 Mutual Aid Region 2

The State Office of Emergency Services (OES) Mutual Aid Region 2 has a Regional Fire and Rescue Coordinator who is selected by the Operational Area Fire and Rescue Coordinators within their respective regions. They in turn appoint alternate Regional Fire and Rescue Coordinators. The Region Coordinator, or alternates, serve on the staff of the OES Regional Manager during a State of War Emergency or State of Emergency proclaimed by the Governor.

Should a present or anticipated emergency be so great as to require the resources of one or more Operational Areas, the Regional Fire and Rescue Coordinator will organize and dispatch the requested resources from those available to the requesting jurisdiction.

The Region Fire and Rescue Coordinator, upon dispatch of mutual aid resources from within the region, must inform the Chief, OES Fire and Rescue Division of the resources committed.

B.4.4 State

Office of Emergency Services (OES)

Responsible for the coordination and application of state resources in support of the City & County of San Francisco during an emergency. The State Fire and Rescue Coordinator is the Chief of the Fire and Rescue Division of OES and is a staff member of the Director of OES. The State Fire and Rescue Coordinator is responsible for taking appropriate action on requests for mutual aid received through Regional Fire and Rescue Coordinator channels. If federal aid is requested the Chief, OES Fire and Rescue Division shall inform the appropriate federal counterpart.

B.4.4 State - cont'd.

Department of Forestry

Assists with personnel and equipment, including conservation camp crews in fire suppression, rescue and cleanup, communications, radiological monitoring, and personnel care as emergencies may require and dependent upon their normally assigned fire protection responsibility

State Fire Marshal

Assists OES Fire and Rescue Division by providing personnel to facilitate coordination of mutual aid fire and rescue operations.

Department of Fish and Game

Assists other agencies in search and rescue missions.

Military Department

At the direction of the Governor, assist civil authorities in protecting life and property from fires, and conducts support operations designed to minimize devastation by fire (i.e. communications, transportation, evacuation and engineering assistance) and provides personnel and equipment for rescue operations.

B.4.5 Federal

Department of Agriculture (U.S. Forest Service)

Under existing agreements, provides assistance to state and local fire suppression agencies upon request.

Department of the Interior (National Park Service and Bureau of Land Management)

The National Park Service may provide fire protection and certain rescue services in the Park System while the Bureau of Land Management may provide for fire protection on federal reservations.

B.4.5 Federal - cont'd.

Department of Defense (DOD)

Upon specific request for emergency assistance from local jurisdictions, military commanders have the authority to commit military resources where a situation is of such imminent serious that delay in awaiting instructions from higher authority is unwarranted, and such action is justified in order to save human life, prevent immediate human suffering, or mitigate major property damage or destruction. Such support might include firefighting vehicles, equipment, supplies personnel, aircraft and crews, and other related manpower and material.

B.5 Policies and Procedures

- (1) All requests for mutual aid support will be submitted through established channels (Chief of Department, San Francisco Fire Department, to Mutual Aid Region 2 to state). Requests should include, as applicable:
 - o Reason for request.
 - o Specifics on the number of resources needed, and what type.
 - o When needed.
 - o Where resources are to report and to who.
- (2) Fire and rescue personnel will coordinate their services with the San Francisco Police Department to assist in any search and rescue functions, outside normal fire service rescue functions (see Annex I, RESCUE OPERATIONS).
- (3) Fire and rescue personnel will assist in evacuation and/or warning function as per request or need.
- (4) As necessary, fire personnel will conduct fire inspections of Mass Care Facilities and initiate fire safety training as needed.
- (5) As necessary, fire service elements shall train and organize a fire watch for Mass Care Facilities.
- (6) Due to incompatibility of radio communications equipment between fire services, the fire department, where possible, provide incoming mutual aid forces with portable radios using local frequencies.
- (7) During a disaster, the fire department will use Auxiliary Reserve personnel.
- (8) Resources and circumstances permitting, mutual aid agreements will be honored.

Enclosure B-1

SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES

1. General

The authority for this Enclosure is the San Francisco Emergency Operations Plan, Mutual Aid Agreements and Letters of Understanding that are or will be developed by the San Francisco Fire Department.

2. Organizations

2.a. City & County Departments/Agencies

1. San Francisco Fire Auxiliary Reserve.
2. San Francisco Police Department.
3. Department Public Health - Emergency Medical Service (EMS) - Community Mental Health Service (CMHS).
4. Medical Examiner/Coroner
5. Department of Public Works.
6. San Francisco Water Department.
7. Municipal Railway.

2.b. State and Federal Departments/Agencies

1. State OES Mutual Aid Region 2.
2. U.S. Navy (DOD) - Firefighting School, Treasure Island.
3. U.S. Army (DOD) - Presidio of San Francisco Fire Department.

2.c. Private Sector

1. Pacific Gas & Electric Company.

3 Responsibilities

3.a. San Francisco Fire Auxiliary Reserve

Reserve shall support Department operations and perform such public service as may be ordered by the Chief of Department or his duly authorized representative(s). Members of the Reserve organization shall be integrated into the Department response units as determined by the on-scene situation and circumstance. The Reserve shall be deemed to be a part of the Auxiliary Fire Service of the Fire and Rescue Service of the Emergency Services Organization. (Amended by Ord. 40-72, App 2/25/72)

3. Responsibilities - cont'd.

3.b. San Francisco Police Department

The Department will provide security and access control at incident sites as requested by the Chief of Department/Incident Commander, San Francisco Fire Department during emergency period(s). The Department will assist, upon request of the Chief of Department, San Francisco Fire Department, in search and light rescue operations as might be needed.

The District police Captain shall provide, to the Emergency Response District - Fire Battalion Headquarters - which they support, a station officer to assist, advise and respond to the Battalion Chief's needs.

3.c. Dept. Public Health - Emergency Medical Svc. (EMS) - Community Mental Health Svc. (CMHS).

The EMS will provide medical treatment to firefighters at incident site and be prepared to render medical assistance to disaster victims extricated during rescue operations. Upon advice of departmental peer support personnel, CMHS will provide to the Police Department critical incident stress management services; to include, de-briefings and/or psychological referrals.

3.f. Medical Examiner/Coroner

The Medical Examiner/Coroner will provide for the identification, removal and disposition of deceased. Coordination and/or liaison will be developed to ensure search and rescue forces at incident sites are prepared to handle deceased victims.

3.e. Department of Public Works

The Department of Public Works will provide support for debris clearance and heavy rescue activities.

The Department will provide, to the Emergency Response District - Fire Battalion Headquarters, appropriate representative(s) to assist, advise and respond to the Battalion Chief's need for debris clearance, rescue and damage assessment.

3.f. San Francisco Water Department

The Water Department will provide support for providing water for fire fighting purposes as well as controlling or valving of water line/main breaks.

3. Responsibilities - San Francisco Water Department - cont'd.

- 3.f. The Department will provide liaison personnel to the Emergency Response District - Fire Battalion Headquarters, to assist, advise and respond to the Battalion Fire Chief's needs.

3.g. Municipal Railway

The MUNI will provide transportation support for the movement of evacuees as might be required and/or transport of firefighting personnel into and within the district.

The MUNI will provide a representative to the Emergency Response District - Fire Battalion Headquarters, to assist, advise and respond to Battalion Fire Chief's needs.

3.h. State_OES_Mutual_Aid_Region_2

Mutual Aid Region 2 will provide, in accordance with the state mutual aid agreements and in response to requests by the Chief of Department San Francisco Fire Department, the coordination channel(s) for fire resources that might be needed to reinforce the City's firefighting forces.

3.i. U.S. Navy - Firefighting School, Treasure Island

U.S. Navy personnel will be provided as per agreement and as available, on a man to man basis, to the San Francisco Fire Department, as a reinforcement resource. Provision of personnel will be based upon request of the Chief of Department, San Francisco Fire Department.

3.j. U.S. Army - Presidio of San Francisco Fire Department

Presidio Fire Department will be a resource for fire protection in event of conflagration in areas adjacent or contiguous to the military reservation.

3.k. Pacific Gas & Electric Company

The company will provide gas and electric personnel for mitigation activities required in the Emergency Response Districts during the emergency period. Responsibilities will include the shut-off of gas and electric service to buildings and facilities; shut-off of leak-gas mains; removal and/or shut-off of electric power; and restoration of services as can be accomplished and within established priorities.

Appendix B

FIRE AND RESCUE

HAZARD-SPECIFIC RESPONSE CHECKLIST LISTINGS

This Appendix includes Emergency Action Checklists to be accomplished as appropriate in response to the events listed below. There is no significance in the order of checklist items since many actions will have to be accomplished concurrently.

- B-1 Response to a Major Earthquake.
- B-2 Response to Hazardous Material Incident.
- B-3 Response to a Reservoir Failure.
- B-4 Response to a Conflagration.
- B-5 Response to a Tsunami Inundation.
- B-6 Response to a Seiche Inundation.
- B-7 Response to a Transportation Accident.
- B-8 Response to Civil Disturbance.
- B-9 Response to War Emergency.
- B-10 Response to Peacetime/Technological Incident.
- B-11 Response to Earthquake Prediction/Advisory.

Appendix B-1

EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

Command Element - SFFD

<u>Action</u>	<u>Assigned Responsibility</u>
o Initiate poll, if possible, of stations to determine situation in their vicinity and their ability to function.	Chief of Department Deputy Chief, Operations Deputy Chief, Admin.
o Ensure appropriate representatives report to the Emergency Coordination Center.	Chief of Department
o Coordinate availability and use of aircraft for command and control.	Chief of Department
o Coordinate survey and report of damage assessment with the Engineering and Construction Service (DPW).	Chief of Department
o Determine situation, if possible, in adjacent/contiguous jurisdictions.	Chief of Department
o Determine if support is required to other jurisdictions. (DO NOT dispatch mutual aid until it is determined that there is no threat to the people of San Francisco).	Chief of Department
o Assure that emergency equipment has been moved to open areas, if possible, to prevent damage in event of after-shocks.	Chief of Department Deputy Chief, Operations
o Direct Division Chiefs to report to assembly area as designated, by Chief of Department.	Chief of Department Deputy Chief, Operations
o Order decentralized control to Battalion District Headquarters, if deemed necessary.	Chief of Department Deputy Chief, Operations
o Coordinate city-wide response activities.	Deputy Chief, Operations
o Coordinate debris clearance requirements with Engineering & Construction Service (DPW).	Deputy Chief, Operations

Fire & Rescue
Response to
Major Earthquake

Command Element - SFFD - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate evacuation of unsafe structures and areas with Law Enforcement Service (SFPD) and other Services as appropriate.	Deputy Chief, Operations
o Assign Fire Prevention Bureau to assist Engineering & Construction Service (DPW) in damage assessment and evaluation.	Deputy Chief, Operations
o Assign Bureau of Training to assist in coordination, as might be required by the Chief of Department.	Deputy Chief, Operations
o Check communications/dispatch to ensure dispatching and reporting system is operational.	Deputy Chief, Admin.
o Order dispatch of units to provide alternate communications links, if necessary.	Deputy Chief, Admin.
o Coordinate availability of water resources with Utilities Service (SFWD).	Deputy Chief, Admin.
o Coordinate access controls with Law Enforcement Service (SFPD).	Deputy Chief, Admin.
o Ensure all Service elements prepare and maintain a log of events and actions taken during emergency.	Deputy Chief, Admin.
o Prepare After-action report of emergency operations and submit to departments/agencies as directed.	Deputy Chief, Admin.
o Designate Management Services Bureau to operate Department Headquarters element(s).	Deputy Chief, Admin.

Fire & Rescue
Response to
Major Earthquake

Command Element - SFFD - cont'd.

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Establish liaison with and coordinate emergency information for public with the City Public Information Officer (PIO) - Mayor's Press Aide - and the Public Information Section, for broadcast over the Emergency Broadcast System (EBS).	Assistant Chief, Earthquake Preparedness

--- * ----- * ----- * ----- * ----- * ----- * ----- * ---

Battalion Control

--- * ----- * ----- * ----- * ----- * ----- * ----- * ---

o Relocate Battalion Headquarters if existing station headquarters is determined to be unsafe.	Battalion Chief
o Report change of District Headquarters relocation to fire communications/dispatch.	Battalion Chief
o Establish communications, if possible, with companies in District.	Battalion Chief
o Determine operational status, if possible, of companies and stations in District.	Battalion Chief
o Determine condition of men and apparatus in Battalion.	Battalion Chief
o Report to Chief of Department, through fire communications, the status of the Battalion - station facilities, personnel, and equipment.	Battalion Chief
o Establish communications, if possible, with Division Control, and communicate status and conditions within the Battalion.	Battalion Chief
o Order all fire apparatus to move to open area(s).	Battalion Chief

Battalion Control - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Prepare to receive City Department/agencies and private sector representatives and establish the District Command Post (CP) operation.	Battalion Chief
o Organize the reporting representatives into a support staff to initiate response activities.	Battalion Chief
o Determine impact of disaster incident on: (as applicable) Hospitals. Schools - public & private. Public assembly facilities. Reservoirs. Hazardous materials storage facilities. Large building complexes. Street accessibility. Infirm areas. Auxiliary Water High Pressure System. Overhead electric and trolley lines. Underground natural gas lines.	Battalion Chief
o Determine response requirements in coordination with City Departmental/agency and private sector representatives, for: Firefighters. Medical support. Police support. Utilities support. Water PG&E Transportation Support. Engineering Support. Equipment Damage evaluation/assessment.	Battalion Chief
o If little or no damage is reported in Battalion, prepare to support more heavily damaged Battalion Districts.	Battalion Chief

Appendix B-2

EMERGENCY ACTION CHECKLIST RESPONSE TO A HAZARDOUS MATERIAL INCIDENT

Command Element - SFFD

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Initiate poll of stations in vicinity of incident to determine situation in the vicinity and their ability to function.	Chief of Department Deputy Chief, Operations
o If Emergency Coordination Center is activated, ensure appropriate representatives report to the Center.	Chief of Department
o If appropriate, determine situation and/or impact in adjacent/contiguous jurisdictions.	Chief of Department
o Ensure, if necessary, appointment of a Department Public Information Officer (PIO) for period of emergency.	Chief of Department
o As determined necessary, authorize active involvement in clean-up of hazardous materials by S.F.F.D. elements.	Chief of Department
o Coordinate city-wide response activities, as might be required.	Deputy Chief, Operations
o Coordinate evacuation of unsafe or endangered areas with Police Department and other agencies, as might be necessary.	Deputy Chief, Operations
o Coordinate access controls with Police Department, as deemed necessary.	Deputy Chief, Operations
o Ensure preparation and maintenance of a log of events and actions taken during emergency.	Deputy Chief, Admin.
o Prepare After-action report of emergency operations and submit to departments/agencies as directed.	Deputy Chief, Admin.

Battalion Control

<u>Action</u>	<u>Assigned Responsibility</u>
o Obtain command post packet of instructions from Hazardous Material Unit.	Incident Commander
o Establish command post.	Incident Commander
o Assign responsibilities in accordance with the Incident Command System (ICS).	Incident Commander
o Notify Fire Communications Center of the location of the Command Post.	Incident Commander
o Ensure that immediate action steps have been initiated.	Incident Commander
o Classify the level of the incident. (Classification information list as noted in the command packet.)	Incident Commander
o Set-up staging area and designate Staging Officer.	Incident Commander
o Notify Fire Communications Center of the location of the staging area.	Incident Commander
o Ensure that responding units to incident are directed to staging area.	Incident Commander
o Direct responding units, to incident, to staging area.	Communications Center
o Designate proper protective equipment for level of incident. (Protective equipment level list is in command packet.)	Incident Commander
o Set-up incident control zones - based on: Size of container or spill. Material hazard. Weather. Geographic features. Population at risk.	Incident Commander

Fire & Rescue
Response to Hazardous
Material Incident

Battalion Control

<u>Action</u>	<u>Assigned Responsibility</u>
o Establish incident <u>HOT_ZONE</u> . (Zone entry restricted to essential personnel wearing proper protective clothing.)	Incident Commander
o Designate Safety Officer to control <u>HOT_ZONE</u> . (Should be a member of the HAZ/MAT Team. Safety Officer Information contained in Command Packet.)	Incident Commander
o Set-up Safety Team.	Safety Officer
o Establish incident <u>WARM_ZONE</u> . (Zone surrounds <u>HOT_ZONE</u> and entry is restricted to relief, support and security personnel only.)	Incident Commander
o Designate Control Officer. (Control Officer information contained in Command Packet.)	Incident Commander
o Designate <u>COLD_ZONE</u> . (Zone surrounds <u>WARM_ZONE</u> and entry is restricted to emergency personnel and contains Command Post and Staging Area(s).)	Incident Commander
o Coordinate with Police Department for access controls into area of incident - <u>COLD_ZONE</u> .	Incident Commander
o Coordinate with Police Department for general security of command post, staging area locations and traffic control.	Incident Commander
o Designate Public Information Officer. (Public Information Officer checklist contained in Command Packet.)	Incident Commander
o Consider support from other Agencies and units. (Support Agency list contained in Command Packet.)	Incident Commander

Fire & Rescue
Response to Hazardous
Material Incident

Battalion Control

<u>Action</u>	<u>Assigned Responsibility</u>
o Take actions to ensure restoration of scene to normal condition(s).	Incident Commander
o In coordination with Department of Health, Environmental Health Section, identify, if possible, responsible party(s) for clean-up action.	Incident Commander
o Contact Chief of Department for authority for Fire Department personnel to clean-up spill if responsible party(s) cannot be found.	Incident Commander
o Gather, in coordination with the Department of Public Health representatives, all pertinent information relative to the incident.	Incident Commander
o Prepare and forward proper reports to Deputy Chief, Administration.	Incident Commander
o Ensure that all exposed emergency response personnel obtain follow-up medical examinations.	Incident Commander
o Ensure that exposure reports are forwarded to appropriate parties for review.	Incident Commander

Appendix B-3

EMERGENCY ACTION CHECKLIST RESPONSE TO A RESERVOIR FAILURE

Command Element

<u>Action</u>	<u>Assigned Responsibility</u>
o Initiate poll of stations to determine situation in their vicinity and their ability to function.	Chief of Department Deputy Chief, Operations
o If Emergency Coordination Center is activated, ensure appropriate representatives report to the Center.	Chief of Department
o Oversight area coordination activities as might be required.	Deputy Chief, Operations
o Refer to inundation maps to define threatened area(s).	Deputy Chief, Operations
o Request activation of siren warning in threatened area(s). (System is activated by Dept. of Elec. from Central Fire Alarm)	Deputy Chief, Operations
o Coordinate evacuation of unsafe or endangered areas with Police Department and other agencies, as might be necessary.	Deputy Chief, Operations
o Coordinate access controls with Police Department, as necessary.	Deputy Chief, Operations
o Coordinate debris clearance requirements with Department of Public Works, as necessary.	Deputy Chief, Operations
o Coordinate with Department of Public Works for possible assignment of Fire Prevention Bureau personnel to assist in damage assessment and evaluation.	Deputy Chief, Operations
o Ensure preparation and maintenance of log of events of actions taken and requests received during emergency.	Deputy Chief, Admin.

Command Element - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Establish liaison with and coordinate re-lease of information for the public with the City Public Information Officer - Mayor's Press Aide - for release over the Emergency Broadcast System (EBS).	Deputy Chief, Admin.
o Prepare After-action report of emergency operations and submit to departments/agencies as directed.	Deputy Chief, Admin.

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Battalion Control

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o Refer to inundation maps in City Emergency Plan to identify threatened area(s).	Battalion Chief
o Request activation of siren warning system if not already activated. (Activation is from Dept. of Elec. at Central Fire Alarm)	Battalion Chief
o Relocate stations (companies) if station is determined endangered or considered unsafe.	Battalion Chief
o Report any relocations to fire communications/dispatch.	Battalion Chief
o Establish communications with companies in affected inundation area.	Battalion Chief
o Determine operational status of companies and/or stations in affected area(s).	Battalion Chief
o Determine condition of men and apparatus in affected area(s).	Battalion Chief

Fire & Rescue
Response to
Reservoir Failure

Battalion Control - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Establish communications with Division Control and communicate status and conditions within Battalion, stations and area.	Battalion Chief
o Be prepared to receive City Department/ agencies and private sector representatives and establish District Command Post (CP) operations if so directed.	Battalion Chief
o Organize the reporting representatives into a support staff to initiate response activities as necessary.	Battalion Chief
o Determine status/impact of inundation incident on: (as applicable)	Battalion Chief
Hospitals.	
Schools - public & private.	
Building complexes.	
Street accessibility.	
Public transportation routes.	
Electric lines.	
Natural gas lines.	
o Determine response requirements in coordination, as appropriate if Battalion CP operation has been activated, with City Departmental/agency and private sector representatives, for:	Battalion Chief
Medical support.	
Police support.	
Utilities support	
Water.	
PG&E.	
Transportation support.	
Engineering support.	
Equipment	
Damage evaluation/assessment	
Red Cross support.	

Fire & Rescue
Response to
Reservoir Failure

Battalion Control - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Assist police in notification and evacuation of people in threatened or inundated area(s).	Battalion Chief
o If little or no damage is reported in Battalion District, be prepared to support adjacent or affected area(s), as might be directed.	Battalion Chief

Appendix B-4

EMERGENCY ACTION CHECKLIST RESPONSE TO CONFLAGRATION

Command Element

<u>Action</u>	<u>Assigned Responsibility</u>
o If deemed necessary, be prepared to recommend to Mayor the activation of the City Emergency Coordination Center.	Chief of Department
o If Emergency Coordination Center is activated, ensure appropriate representatives report to the Center.	Chief of Department
o Ensure, as required, appointment of a Department Public Information Officer (PIO) for period of emergency.	Chief of Department
o Report situation to the Mayor.	Chief of Department
o Initiate recall of Department personnel.	Chief of Department
o As needed, request Mutual Aid Assistance through Region 2 Fire Coordinator.	Chief of Department
o Coordinate city-wide response activities, as might be required and as dictated by the situation.	Deputy Chief, Operations
o Coordinate evacuation of unsafe or endangered areas with Police Department and other agencies, as might be required.	Deputy Chief, Operations
o Coordinate access controls with Police Department, as deemed necessary.	Deputy Chief, Operations
o Ensure preparation and maintenance of a log of events and actions taken during emergency.	Deputy Chief, Admin.
o Prepare After-action report of emergency operations and submit to departments/agencies as directed.	Deputy Chief, Admin.

Battalion Control

<u>Action</u>	<u>Assigned Responsibility</u>
o Relocate stations (companies) if station is determined endangered or considered unsafe.	Battalion Chief
o Report proposed relocations to fire communications/dispatch.	Battalion Chief
o Evaluate manpower and equipment requirements needed for situation.	Battalion Chief
o Report status and requirements of manpower and equipment to appropriate level of command.	Battalion Chief
o Be prepared to receive City Department/ agencies and private sector representatives and establish District Command Post (CP) operations, if so directed.	Battalion Chief
o Establish the incident Command structure at the scene and ensure a communications link is established with the District CP, if so activated.	Battalion Chief
o Organize the reporting representatives into a support staff to expedite response activities.	Battalion Chief
o Determine response requirements in coordination, as appropriate, with City Departmental/agency and private sector representatives, for:	Battalion Chief
Medical support.	
Police support.	
Utilities support	
Water.	
PG&E.	
Transportation support.	
Red Cross. support.	

Battalion Control - cont'd.

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Ensure CP Staff elements prepare and maintain log of events of actions taken during emergency.	Battalion Chief
o Ensure copies of logs of events are forwarded to the Deputy Chief, Administration.	Battalion Chief
o Evaluate streets, alleys and open spaces in immediate area which can be considered for fire breaks.	Battalion Chief
o Prepare "fall-back" fire breaks in event of need.	Battalion Chief
o Establish area patrols for "flying fire brands".	Battalion Chief
o Evaluate water supply resources and develop priorities of use and location for: Low pressure system. High pressure system. Portable water system.	Battalion Chief
o Determine and evaluate in coordination with appropriate departments/agencies the availability, practicality, use and commitment of special types of equipment.	Battalion Chief
o Coordinate the re-entry of response elements into disaster area.	Battalion Chief
o Develop fire-watch units for the disaster area after initial suppression has been accomplished.	Battalion Chief

Appendix B-5

EMERGENCY ACTION CHECKLIST RESPONSE TO TSUNAMI INUNDATION

Command Element

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Place Fire and Rescue Service on alert as to possibility of incident.	Chief of Department
o If Emergency Coordination Center is activated, ensure appropriate representatives report to the Center.	Chief of Department
o Allocate personnel required to support emergency operations.	Deputy Chief, Operations
o Oversight area coordination activities as might be required.	Deputy Chief, Operations
o Refer to Tsumani inundation maps in City Emergency Plan to define threatened area(s).	Deputy Chief, Operations
o Request activation of siren warning, upon coordination with Director, San Francisco Office of Emergency Services, in threatened area(s). (System is activated by Dept. of Elec. from Central Fire Alarm)	Deputy Chief, Operations
o Coordinate evacuation of unsafe or endangered areas with Police Department and other agencies, as might be necessary.	Deputy Chief, Operations
o Coordinate access controls with Police Department, as necessary.	Deputy Chief, Operations
o Coordinate debris clearance requirements with Department of Public Works, as necessary.	Deputy Chief, Operations

Fire & Rescue
Response to
Tsunami Inundation

Command Element - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate with Department of Public Works for possible assignment of Fire Prevention Bureau personnel to assist in damage assessment and evaluation.	Deputy Chief, Operations
o Ensure preparation and maintenance of log of events of actions taken and requests received during emergency.	Deputy Chief, Admin.
o Establish liaison with and coordinate release of information for Public with City Public Information Officer - Mayor's Press Aide - for possible broadcast over the Emergency Broadcast System (EBS).	Deputy Chief, Admin.
o Prepare After-action report of emergency operations and submit to departments/agencies as directed.	Deputy Chief, Admin.

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Battalion Control

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o Refer to Tsunami Inundation maps in City Emergency Plan to identify threatened area(s).	Battalion Chief
o Assist police in evacuation of citizens from potential impact area(s).	Battalion Chief
o Request activation of siren warning system if not already activated. (Activation is from Dept. of Elec. at Central Fire Alarm)	Battalion Chief
o Relocate stations (companies) if station is determined to be in impact area(s).	Battalion Chief
o Report any relocations to fire communications/dispatch.	Battalion Chief

Fire & Rescue
Response to
Tsunami Inundation

Battalion Control - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Establish communications with companies in affected area(s).	Battalion Chief
o Determine operational status and/or stations in affected area(s).	Battalion Chief
o Establish communications with Division Control and communicate status and conditions within Battalion, stations, and affected area(s).	Battalion Chief
o Be prepared to receive City Department/ agencies and private sector representatives and establish District Command Post (CP) operations if so directed.	Battalion Chief
o Organize the reporting representatives into a support staff to initiate response activities as necessary.	Battalion Chief
o Initiate rescue actions of persons as required.	Battalion Chief
o Activate staging areas needed to support response activities, as necessary.	Battalion Chief
o Determine status/impact of inundation incident on: (as applicable)	Battalion Chief
SF Zoo. Sewage treatment facilities. Schools - public & private Convalescent homes. Building complexes. Street accessibility. Public transportation routes. Utilities. Water systems.	

Battalion Control - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
<ul style="list-style-type: none">o Determine response requirements in coordination, as appropriate, with City Departmental/agency and private sector representatives, for:<ul style="list-style-type: none">Medical support.Police support.Utilities support<ul style="list-style-type: none">Water.PG&E.Transportation support.Engineering support.<ul style="list-style-type: none">Equipment.Damage assessment/evaluation.Red Cross support.	Battalion Chief
<ul style="list-style-type: none">o If District Command Post is not activated, consider requests through reporting channels for following response support:<ul style="list-style-type: none">Utilities.<ul style="list-style-type: none">PG&E.Water.Transportation - MUNI.Red Cross - Mass Care facility activation.Medical.Sewage.	Battalion Chief
<ul style="list-style-type: none">o Determine need(s) for emergency power for essential facilities and other emergency operations.	Battalion Chief
<ul style="list-style-type: none">o Determine need(s) for special equipment types, i.e. portable light units, pumps, etc., and request through established reporting channels.	Battalion Chief

Appendix B-6

EMERGENCY ACTION CHECKLIST RESPONSE TO SEICHE INUNDATION

Command Element

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Place Fire and Rescue Service on alert as to possibility of incident.	Chief of Department
o If Emergency Coordination Center is activated, ensure appropriate representatives report to the Center.	Chief of Department
o Allocate personnel required to support emergency operations.	Chief of Department
o Oversight area coordination activities as might be required.	Deputy Chief, Operations
o Refer to Seiche Inundation maps In City Emergency Plan to define threatened area(s).	Deputy Chief, Operations
o Request activation of siren warning, upon coordination with Director, San Francisco Office of Emergency Services, in threatened area(s). (System is activated by Dept. of Elec. from Central Fire Alarm)	Deputy Chief, Operations
o Coordinate evacuation of unsafe or endangered areas with Police Department and other agencies, as might be necessary.	Deputy Chief, Operations
o Coordinate access controls with Police Department, as necessary.	Deputy Chief, Operations
o Coordinate debris clearance requirements with Department of Public Works, as necessary.	Deputy Chief, Operations

Command Element - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate with Department of Public Works for possible assignment of Fire Prevention Bureau personnel to assist in damage assessment and evaluation.	Deputy Chief, Operations
o Ensure preparation and maintenance of log of events of actions taken and requests received during emergency.	Deputy Chief, Admin.
o Establish liaison with and coordinate release of information for Public with City Public Information Officer - Mayor's Press Aide - for possible broadcast over the Emergency Broadcast System (EBS).	Deputy Chief, Admin.
o Prepare After-action report of emergency operations and submit to departments/agencies as directed.	Deputy Chief, Admin.

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Battalion Control

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o Refer to Seiche Inundation maps in City Emergency Plan to identify threatened area(s).	Battalion Chief
o Assist police in evacuation of citizens from potential impact area(s).	Battalion Chief
o Request activation of siren warning system if not already activated. (Activation is from Dept. of Elec. at Central Fire Alarm)	Battalion Chief
o Relocate stations (companies) if station is determined to be in potential impact area(s).	Battalion Chief

Fire & Rescue
Response to
Seiche Inundation

Command Element

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Report any relocations to fire communications/dispatch.	Battalion Chief
o Establish communications with companies in affected area(s).	Battalion Chief
o Determine operational status and/or stations in affected area(s).	Battalion Chief
o Establish communications with Division Control and communicate status and conditions within Battalion, stations, and affected area(s).	Battalion Chief
o Be prepared to receive City Department/agencies and private sector representatives and establish District Command Post (CP) operations if so directed.	Battalion Chief
o Organize the reporting representatives into a support staff to initiate response activities as necessary.	Battalion Chief
o Initiate rescue actions of persons as required.	Battalion Chief
o Activate staging area needed to support response activities, as necessary.	Battalion Chief
o Determine status/impact of inundation incident on: (as applicable)	Battalion Chief
Sewage treatment facilities. Schools - public & private. Convalescent homes. Building complexes. Street accessibility. Public transportation routes. Utilities. Water systems.	

Battalion Control - cont'd.

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
<ul style="list-style-type: none">o Determine response requirements in coordination, as appropriate, with City Departmental/agency and private sector representatives, for:<ul style="list-style-type: none">Medical support,Police support,Utilities support<ul style="list-style-type: none">Water,PG&E,Transportation support,Engineering support,<ul style="list-style-type: none">Equipment,Damage assessment/evaluation,Red Cross support,	Battalion Chief
<ul style="list-style-type: none">o If District Command Post is not activated, consider requests through reporting channels for following response support:<ul style="list-style-type: none">Utilities<ul style="list-style-type: none">PG&E,Water,Transportation - MUNI,Red Cross - Mass Care facility activation,Medical,Sewage,	Battalion Chief
<ul style="list-style-type: none">o Determine need(s) for emergency power for essential facilities and other emergency operations.	Battalion Chief
<ul style="list-style-type: none">o Determine need(s) for special equipment types, i.e. portable light units, pumps, etc., and request through established reporting channels.	Battalion Chief

Appendix B-7

EMERGENCY ACTION CHECKLIST RESPONSE TO A TRANSPORTATION ACCIDENT

Command Element

<u>Action</u>	<u>Assigned Responsibility</u>
o If Emergency Coordination Center is activated, ensure appropriate representatives report to Center.	Chief of Department
o Ensure appointment of a Department Public Information Officer for period of emergency.	Chief of Department
o Oversight area coordination activities, as might be required.	Deputy Chief, Operations
o Coordinate evacuation of unsafe or endangered areas with Police Department and other agencies, as might be necessary.	Deputy Chief, Operations
o Coordinate access controls with Police Department, as necessary.	Deputy Chief, Operations
o Coordinate debris clearance requirement with appropriate department/agency, i.e. Dept. Public Works, MUNI Ry, BART, CALTRANS.	Deputy Chief, Operations
o Coordinate with appropriate Department and/or agency for possible assignment of Fire Prevention Bureau personnel to assist in damage assessment and evaluation.	Deputy Chief, Operations
o Ensure preparation and maintenance of a log of events of actions taken and requests received during emergency.	Deputy Chief, Operations
o Establish liaison with and coordinate release of information with the City Public Information Officer (PIO) - Mayor's Press Aide.	Deputy Chief, Admin.

Fire & Rescue
Response to A
Transportation Accident

Command Element - cont'd.

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Prepare After-action report of emergency operations and submit to departments/agencies as directed.	Deputy Chief, Admin.
 IN EVENT OF AIRCRAFT ACCIDENT INCLUDE	
o Request fire rescue unit from San Francisco International Airport through airport operations.	Chief of Department
o Request Mutual Aid fire fighting resources as might be determined necessary.	Chief of Department
o Notify Federal Aviation Administration, and National Transportation & Safety Board.	Chief of Department
o Request airline representation and Disaster Assistance Team when name of airline company involved has been established.	Chief of Department
o Initiate planning for the POST-EMERGENCY PHASE of response activities, i.e. search for and removal and care of deceased victims, clean-up, restoration etc.,	Chief of Department
o Coordinate with Department of Public Health, Mental Health, for critical incident stress management assistance.	Chief of Department
o Coordinate with Director, Office of Emergency Services.	Chief of Department
o Ensure a separate Press Information Post area and a schedule of news conference times is developed.	Chief of Department
o Ensure that vehicles, belonging to a private company is used to transport remains of victims, the signs and other company identification is covered.	Chief of Department

Fire & Rescue
Response to A
Transportation Accident

Battalion Control

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
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BART ACCIDENT IN OTHER THAN THAN TRANS-BAY TUBE.

- | | |
|---|--------------------|
| o Contact BART Central (Centrix Phone).
Utilize SFFD; BART Command Post Information Check list (available in each Station Agent's booth). | Incident Commander |
| o Establish communications with:
SFFD Communications Center, use:
Portable radio (on 3R in BART/MUNI stations,
Portable radio (relay to surface)
Maintenance phone (patched by BART Operator)
Forward Command Post, use:
Portable radio (if in line of sight)
Maintenance phone (ring less than 5 sec) | Incident Commander |
| o Ascertain that ALL STANDPIPES between stations have been charged. | Incident Commander |

BART ACCIDENT IN TRANS-BAY TUBE.

- | | |
|--|--------------------|
| o Contact BART Central (Green Phone).
Utilize SFFD; BART Command Post Information Check List (available in the Embarcadero Station Command Room) | Incident Commander |
| o Establish communications with:
SFFD Communications Center (yellow & black phones)
Oakland Command Post (yellow phone)
Oakland Incident Commander (Red phone)
Forward Command Post, when established (yellow phone) | Incident Commander |
| o Maintain communications with Platform Control by either yellow phone or handi-talkie units. | Incident Commander |

Fire & Rescue
Response to A
Transportation Accident

Battalion Control

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
<u>MUNI ACCIDENT IN METRO SUBWAY</u>	
o Contact MUNI Central (Dedicated Fire phone), (Use MUNI Incident Commander Check List.)	Incident Commander
o Inform rescue train operator of destination.	Incident Commander
o Ensure that necessary equipment is loaded on rescue train.	Incident Commander
o Dispatch rescue train with minimum manning as follows: Battalion Chief - Aide Engine Company Truck Company	Incident Commander
o Ensure that a Battalion Chief reports to MUNI Central.	Incident Commander
o Maintain communications with: SFFD Fire Communications Center, use: Portable radio (Channel 3R) Dedicated fire phone Forward Command, use: Portable radio (Channel 3R) "Blue Light" phones MUNI Central, use: Dedicated fire phone (use as principal communications to Battalion Chief) Portable radio (Channel 3R)	Incident Commander
o Ensure adequate water supply.	Incident Commander
o Resource to be considered: High-Rail vehicle (Station 6)	Incident Commander

Fire & Rescue
Response to A
Transportation Accident

Battalion Control

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
<u>AIRCRAFT ACCIDENT WITHIN SAN FRANCISCO.</u>	
o Establish Incident Command Post.	Incident Commander
o Control fire and establish a rescue path.	Incident Commander
o Initiate rescue operations within disaster area.	Incident Commander
o Isolate victims.	Incident Commander
o Identify type aircraft and carrier, and inform Fire communications so information can be relayed to Chief of Department.	Incident Commander
o Request, through Fire Communications, additional fire fighting resources.	Incident Commander
o Set-up staging area.	Incident Commander
o Designate a Staging Officer	Incident Commander
o Communicate location of staging area to Fire Communications.	Incident Commander
o In coordination with police, establish a perimeter around the crash site.	Incident Commander
o Establish a Press Information center separate from the Incident Command Post.	Incident Commander
o Coordinate with the police to provide security around the Incident Command Post to limit access to incident response/authorized personnel.	Incident Commander

Fire & Rescue
Response to A
Transportation Accident

Battalion Control - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate press conferences and release of information with the Chief of Department.	Incident Commander
o In coordination with the Emergency Medical Service, establish a triage area.	Incident Commander
o In coordination with the Medical Examiner/Coroner, establish a secured area for the deceased victims.	Incident Commander
o Assist the Medical Examiner/Coroner in search for victims.	Incident Commander
o Request Fire Communications to contact support agencies, as required:	Incident Commander
Mutual Aid Strike Teams/Task Forces. S.F.I.A. Fire personnel. S.F.I.A. Custodial Division Support Team. Airlines Assistance Teams. Red Cross. U.S. Coast Guard. Dept. Public Health. Office of Emergency Services. S.M. County Emergency Services. C.H.P. Dept. Public Works. S.F. MUNI Railway. S.F. Water Dept. CAL TRANS	
o Prepare and maintain, in all incidents, a log of events of actions taken, operations and requests received and submit to Deputy Chief, Administration or as directed.	Incident Commander

Appendix B-8

EMERGENCY ACTION CHECKLIST RESPONSE TO CIVIL DISTURBANCE

Command Element

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Place Fire Service on alert to incident.	Chief of Department
o If Emergency Coordination Center is activated, ensure appropriate representatives report to the Center.	Chief of Department
o Allocate personnel required to support emergency operations as requested by Police Department.	Deputy Chief, Operations
o Designate an Incident Commander.	Deputy Chief, Operations
o Oversight area coordination for fire response activities as might be required.	Deputy Chief, Operations
o Coordinate, as might be requested by Police Department, the evacuation of unsafe or endangered areas.	Deputy Chief, Operations
o Coordinate access into affected area, as might be required, with the Police Department.	Deputy Chief, Operations
o Coordinate with Department of Public Works for possible assignment of Fire Prevention Bureau personnel to assist in damage assessment and evaluation.	Deputy Chief, Operations
o Ensure preparation and maintenance of log of events of actions taken and requests received during emergency.	Deputy Chief, Admin.
o Establish liaison with and coordinate release of information for Public with the Police Department.	Deputy Chief, Admin.
o Prepare After-action report of emergency operations and submit to departments/agencies as directed.	Deputy Chief, Admin.

Fire & Rescue
Response to Civil
Disturbance

Battalion Control

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Establish Task Forces as directed: One (1) Battalion Chief Two (2) Engine Companies One (1) Truck Company Security Force (SFFD)	Incident Commander
o Respond to designated staging area.	Incident Commander
o Establish communications with Fire Communications Center and liaison with Police Department at the staging area.	Incident Commander
o Name Task Force. (Surname of Task Force Commander)	Incident Commander
o Prepare apparatus for Task Force operations. Move all exterior tools on "rigs" into compartments. Equip multi-versal hoseline to pump outlet.	Incident Commander
o Brief Task Force elements to ensure: No use of red lights or sirens. Task Force always stays together. Fires are knocked down from exterior of building (no overhaul). Always remain mobile. Always maintain communications with staging area.	Incident Commander
o Prepare and maintain log of events of actions/responses taken and requests received during emergency, and submit to Deputy Chief, Administration.	Incident Commander

Appendix B-9

EMERGENCY ACTION CHECKLIST RESPONSE TO WAR EMERGENCY

Command Element

NUCLEAR ALERT

<u>Action</u>	<u>Assigned Responsibility</u>
o Place Fire and Rescue Service personnel on standby alert.	Chief of Department
o Review and update Service Annex.	Chief of Department Deputy Chief, Admin.
o Update organization plan and the assignment of personnel and equipment.	Chief of Department Deputy Chief, Operations Deputy Chief, Admin.
o Determine what normal activities and services can be deferred or curtailed to free manpower and funds for emergency preparations.	Chief of Department
o Defer or curtail all non-essential services. Cancel leaves and days off, recall all personnel on leave and start two shift operations, as directed.	Chief of Department
o Make specific assignments to emergency duty stations, as might be required.	Chief of Department Deputy Chief, Operations Deputy Chief, Admin.
o Report status of preparedness of Fire and Rescue Service to Commander (Mayor).	Chief of Department
o Allocate personnel required to support City and Department emergency preparedness operations.	Chief of Department
o If activated, send appropriate representative(s) to Emergency Coordination Center to coordinate emergency preparedness activities for Department.	Chief of Department

Command Element - cont'd.

NUCLEAR ALERT

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate with supporting agencies and personnel to upgrade Department's capabilities.	Deputy Chief, Operations Deputy Chief, Admin.
o If activated, determined location(s) of City Departmental/agency emergency operation centers.	Deputy Chief, Operations
o Institute refresher training of Department personnel to familiarize them with emergency plan, emergency assignments, weapons effects, hazards, shelter concepts.	Deputy Chief, Operations Deputy Chief, Admin. Chief, Bureau of Training
o Recruit and train support and/or auxiliary personnel to upgrade Department's capabilities.	Deputy Chief, Operations Chief, Bureau of Training
o Determine what normal activities and services can be deferred or curtailed to free manpower, equipment and funds for emergency preparations.	Deputy Chief, Operations Deputy Chief, Admin.
o Suspend all non-emergency functions.	Deputy Chief, Operations Deputy Chief, Admin.
o Advise Departmental elements to start shut-down, if possible, of non-essential services and to make final preparations for maintaining essential services throughout emergency.	Deputy Chief, Operations Deputy Chief, Admin.
o Initiate inventory of supplies as might be needed, i.e. sandbags.	Deputy Chief, Admin.

Command Element - cont'd.

NUCLEAR ALERT

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Initiate identification of vital records and documents that may have to be relocated to protected site(s).	Deputy Chief, Admin.
o Coordinate transfer of vital documents and records to protected relocation site(s).	Deputy Chief, Admin.
o Coordinate action(s) to enhance radiation protection of designated critical facilities with Construction and Engineering Service.	Deputy Chief, Admin.
o Arrange for repairs of essential equipment and/or execute current maintenance and repair programs.	Deputy Chief, Admin.
o Ensure that obligation documents initiated during the emergency period are properly completed on the proper forms.	Deputy Chief, Admin.
o Ensure that records are established and maintained for personnel time, equipment time, purchases and vendor contracts, as needed, and as they relate to the emergency period.	Deputy Chief, Admin.
o Coordinate transfer of essential supplies and equipment, as determined or directed, to protected site(s).	Deputy Chief, Admin.
o Coordinate return to normal work schedule if alert status is cancelled.	Deputy Chief, Admin. Deputy Chief, Operations
o Ensure all service elements prepare and maintain a log of events of actions taken during emergency alert period.	Deputy Chief, Admin.

Command Element - cont'd.

NUCLEAR ALERT

<u>Action</u>	<u>Assigned Responsibility</u>
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed.	Deputy Chief, Admin.
o If City Emergency Coordination Center is activated, implement communication requirements between fire dispatch and the Center.	Fire Communications
o Review readiness of facilities and equipment.	Fire Communications
o Review warning procedures of siren control activation with Department of Electricity.	Fire Communications
o Initiate communications and status checks with service elements on a regular basis, or as directed.	Fire Communications

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Battalion Control

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o Coordinate intensified training in emergency skills and make final preparations for attack.	Battalion Chief
o Coordinate inventory of on-hand supplies and/or determine supplies that might be needed, i.e. sandbags.	Battalion Chief
o Inform Deputy Chief, Operations, through appropriate reporting channels, status of preparedness for emergency operations.	Battalion Chief

Battalion Control - cont'd.

NUCLEAR ALERT

<u>Action</u>	<u>Assigned Responsibility</u>
o Prepare and maintain log of events of actions taken during the emergency period, and forward to Deputy Chief, Administration.	Battalion Chief
o Develop a Remedial Movement Plan for stations as necessary in event of fire threat following attack.	Battalion Chief

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Command Element

ATTACK

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o Poll facilities, if possible, to determine extent of damage and if they are still able to function.	Chief of Department Deputy Chief, Operations Deputy Chief, Admin.
o If possible, report status of Department's capability to provide fire suppression and protection for City to Commander (Mayor).	Chief of Department Deputy Chief, Operations Deputy Chief, Admin.
o Initiate fallout monitoring activities.	Deputy Chief, Operations
o Ensure/coordinate with appropriate Services, if possible, to maintain water pressure.	Deputy Chief, Admin.
o Schedule decontamination of facilities, as needed.	Deputy Chief, Admin.

Fire & Rescue
Response to War
Emergency

Command Element - cont'd.

ATTACK

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate decontamination activities with the Construction and Engineering Service, as needed.	Deputy Chief, Admin.
o Initiate and coordinate actions required to begin restoration and/or re-establishment of fire service facilities.	Deputy Chief, Admin.
o Disseminate attack warning to stations.	Fire Communications
o When warning procedures are completed, issue instructions on protection against Electro-magnetic Pulse (EMP).	Fire Communications
o Warn or advise Battalions if fallout is likely.	Fire Communications

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Battalion Control

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o Disseminate and/or supplement attack warning to public.	Battalion Chief
o If a bright flash of light or other weapon effects are observed, such observation should be reported, if possible, to Fire Communications. Give approximate direction and time of observation.	Battalion Chief
o Direct stations/companies to start fallout monitoring at their locations.	Battalion Chief
o If advised that fallout is likely, warn Battalion elements if possible.	Battalion Chief

Battalion Control - cont'd.

ATTACK - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Verify situation in the Battalion District and keep the Battalion elements advised of potential and developing fallout threat.	Battalion Chief
o Report fallout monitoring readings, as made by stations in the District, to Fire Communications.	Battalion Chief
o If any District fire facility becomes untenable because of fire threat, execute Remedial Movement Plan for the affected facility.	Battalion Chief
o Order evacuation of any identified high-fire-risk facility within areas susceptible to mass fire potential; direct evacuees to move to relocation sites.	Battalion Chief
o Search each facility to insure it is vacated, performing rescue and first-aid, if possible.	Battalion Chief
o Inform District stations of High Radiation (HIRAD) situation and provide radiation safety guidance.	Battalion Chief
o If possible, ensure appropriate response and support services provide logistic support to all Battalion elements.	Battalion Chief

Appendix B-10

EMERGENCY ACTION CHECKLIST RESPONSE TO PEACETIME/TECHNOLOGICAL INCIDENT

Command Element

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Alert key personnel to the situation.	Chief of Department
o Poll stations in potential danger area (i.e. downwind) to determine situation in the vicinity and the possibility for the need to relocate.	Chief of Department Deputy Chief, Operations
o If the City Emergency Coordination Center is activated, ensure appropriate representatives report to the Center.	Chief of Department
o If appropriate, determine situation and/or potential impact in adjacent/contiguous jurisdictions.	Chief of Department Deputy Chief, Operations
o Ensure, if necessary, appointment of a Department Public Information Officer (PIO) for period of emergency.	Chief of Department
o As determine necessary and appropriate, authorize active involvement in clean-up of incident by S.F.F.D. elements.	Chief of Department
o Coordinate response activities, as might be required.	Deputy Chief, Operations
o Coordinate evacuation of unsafe or endangered areas with Police Department and other agencies, as might be necessary.	Deputy Chief, Operations
o Coordinate access controls with Police Department, as deemed necessary.	Deputy Chief, Operations
o Ensure preparation and maintenance of log of events and actions taken during emergency.	Deputy Chief, Admin.
o Prepare After-action report of emergency operations and submit to departments/agencies as directed.	Deputy Chief, Admin.

Battalion Control

<u>Action</u>	<u>Assigned Responsibility</u>
o Establish command post.	Battalion Chief
o Assign responsibilities in accordance with the Incident Command System (ICS) and as appropriate to the incident.	Battalion Chief
o Notify Fire Communications Center of the location of the Command Post (CP).	Battalion Chief
o Ensure that appropriate immediate action steps have been initiated appropriate to incident.	Battalion Chief
o Try to classify the level of the incident.	Battalion Chief
o Consider location(s) and need for setting up a staging area operation.	Battalion Chief
o If a staging area is needed, designate a Staging Officer.	Battalion Chief
o Notify Fire Communications Center of the location of the staging area, if decision is made to set-up operation.	Battalion Chief
o As appropriate, ensure responding units are directed to the staging area.	Battalion Chief
o Set-up incident control zones, as appropriate to the incident.	Battalion Chief
o Upon advice, designate proper protective equipment.	Battalion Chief
o As appropriate to the incident, designate Control Officers.	Battalion Chief
o Coordinate with Police Department for access controls into area of incident and the Command Post.	Battalion Chief

Battalion Control

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate with Police Department for security of staging area and traffic control.	Battalion Chief
o Evaluate situation for determination of possible evacuation and extent and limits that might be required.	Battalion Chief
o If evacuation is required, notify Command Element through Fire Communications, and coordinate with Police Department.	Battalion Chief
o Coordinate with Command Elements for need of on-site Public Information Officer (PIO).	Battalion Chief
o Consider need for other Agencies and units to support response activities, and so inform Fire Communications.	Battalion Chief
o Take necessary actions, in concert with other supporting Agencies to neutralize and restore scene to normal condition(s).	Battalion Chief
o In coordination with Department of Public Health, identify and initiate clean-up activities.	Battalion Chief
o Gather, in coordination with the Department of Public Health, all pertinent information relative to the incident.	Battalion Chief
o Prepare and forward proper reports of incident to Deputy Chief, Administration.	Battalion Chief
o Ensure that all expose emergency response personnel obtain follow-up medical examinations as needed.	Battalion Chief
o Ensure that exposure reports are forwarded to appropriate parties for review.	Battalion Chief

Appendix B-11

EMERGENCY ACTION CHECKLIST RESPONSE TO EARTHQUAKE PREDICTION/ADVISORY

Command Element

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o As might be directed by Mayor or authorized representative, alert key staff personnel.	Chief of Department
o Establish a Department Command Center, as deemed necessary.	Chief of Department Deputy Chief, Operations
o Report status of preparedness to Mayor.	Chief of Department
o Designate and be prepared to have an appropriate Department representative report to the City Emergency Coordination Center, if activated.	Chief of Department
o Alert all Divisions and Battalions to have subordinate elements inspect facilities and initiate protective mitigation measures.	Deputy Chief, Operations
o If a Department Command Center is established, ensure continuing contact is maintained by subordinate elements during the advisory period.	Deputy Chief, Operations
o Ensure preparation and maintenance of log of events at all Battalion District Headquarters of actions taken during prediction/advisory period.	Deputy Chief, Admin.
o Coordinate need for emergency power at Battalion District Headquarters, if emergency power is not already available.	Deputy Chief, Admin.
o Establish a routine communications and reporting system as necessary to the situation.	Deputy Chief, Admin.
o Conduct general site inspections to assure good storage and protective measures are being used.	Deputy Chief, Admin.

Fire & Rescue
Response to Earthquake
Prediction/Advisory

Command Element - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Develop plans and coordinate for damage assessment, in event of need, of facilities with Department of Public Works and Department of Electricity - radio/phone.	Deputy Chief, Admin.
o Prepare After-action report of actions taken during the prediction/advisory period and submit to Departments/agencies as directed.	Deputy Chief, Admin.

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Battalion Control

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o Report status of preparedness of District companies to Deputy Chief, Operations.	Battalion Chief
o Prepare and maintain log of events of actions taken during the advisory period.	Battalion Chief
o Initiate protective mitigation measures in District's Departmental facilities.	Battalion Chief
o Prepare plans to establish District Command Post (CP) and receive City Departmental/agency representatives.	Battalion Chief
o If a Department Command Center is established, maintain continuing contact during period of advisory.	Battalion Chief
o Conduct inspection of District stations to check on protective mitigation measures.	Battalion Chief
o Initiate inventory of on-hand supplies and determine what should be available in event of need.	Battalion Chief

Annex C

LAW ENFORCEMENT AND TRAFFIC CONTROL OPERATIONS

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LAW ENFORCEMENT AND TRAFFIC CONTROL OPERATIONS

C.1 Introduction

This annex addresses general procedures for the maintenance of law and order, traffic control, and the preservation of life and property during natural disasters, technological incidents, and nuclear defense emergencies. It also provides guidelines for the functions of law enforcement and supporting agencies associated with evacuation operations and the control of access to vacated areas or to hazardous or potentially hazardous areas. Also identified are the implementation procedures for mutual aid and other related support depending on the magnitude of the occurrence.

C.2 Objectives

The overall objectives of law enforcement and traffic control operations will be to:

- o Mobilize, deploy, and organize law enforcement and traffic control operations.
- o Assist in alerting and notifying the general public.
- o Report conditions, need, damage assessment, and other vital information, to include road closures, bridge and viaduct failures, collapsed buildings, casualty estimates or any other situation which would normally require emergency response.
- o Provide traffic and crowd control in support of evacuation plans and in cooperation with other agencies having similar responsibilities.
- o Provide security and crowd control support at mass care facilities Multi-purpose Staging Areas, Casualty Collection Points, storage areas, vacated areas, key facilities, and vital institutions.
- o Establish procedures to allow rapid access by authorized personnel to controlled areas. Predetermine accreditation procedures for vital services and disaster service personnel.
- o Protect critical facilities and supplies.
- o Assist Department of Public Works in establishing Multi-purpose Staging Areas for incoming mutual aid, supplies, equipment, food, medical resources, etc.

C.2 Objectives - cont'd.

- o Establish liaison with Medical Examiner/Coroner Service. Provide security protection of personal affects and assist with identification of the dead.
- o Support search and rescue operations.

C.3 Concept of Operations

Law enforcement and traffic control activities during peacetime and nuclear defense emergencies will usually be associated with the periods and phases indicated below. Detailed operational concepts and emergency response actions associated with various types of emergencies are provided in Appendix C, Hazard-Specific Responses.

C.3.1 Pre-Emergency Period

The Pre-Emergency Period is divided into two phases as follows:

Normal Preparedness Phase

During this phase, emphasis will be placed on preparing supporting plans, Standing Operating Procedures (SOP) and checklists detailing the disposition of resources in an emergency. Such plans and procedures will provide for coordination and communication channels with counterpart agencies and organizations of other jurisdictions. Resource listings will also be prepared and maintained current. Auxiliaries and reserves should be trained.

Increased Readiness Phase

This phase could begin upon receipt of an accredited earthquake prediction, the forecast of a inundation which could impact San Francisco, or a rapidly deteriorating international situation which could lead to a possible nuclear attack upon the United States. Increased readiness actions will include reviewing and updating plans, SOPs, and resource information, accelerating training programs, inspecting equipment, and taking other feasible and responsible measures. Necessary actions will also be taken to mobilize available resources to include auxiliaries and reserves.

C.3.2 Emergency Period

The Emergency Period is divided into three phases as follows:

Pre-Impact Phase

Most actions to be accomplished during this phase would be precautionary and would be centered around taking appropriate countermeasures to protect people should the City be impacted by an event such as an inundation, a health-endangering hazardous material incident, or nuclear attack. Law enforcement personnel could be involved in moving persons from potentially hazardous areas to safer reception areas and providing support to mass care operations in such areas. Access control plans for the vacated or threatened areas might also have to be implemented.

Immediate Impact Phase

Actions taken during this phase will be concentrated on the well-being of people impacted by an event. Examples of such events are: a major earthquake, inundation, a large explosion, a release of hazardous materials, or a nuclear attack. Priority activities will include disseminating warnings, conducting evacuation and/or rescue operations and establishing pass and entry controls.

Sustained Emergency Phase

As early lifesaving and property-protecting actions continue, attention can be given to other priority activities during this phase. This might include providing law enforcement support to mass care operations, securing dangerous areas, and assisting in detailed damage assessment activities.

C.3.3 Post-Emergency Period (Recovery)

Priorities during this period will be focused on continuing to provide essential law enforcement services, and assisting in recovery operations.

C.4 Organization and Responsibilities

C.4.1 City & County of San Francisco

The Department Chief, San Francisco Police Department, who is a member of the Emergency Management Staff, will be responsible for:

- o Coordinating law enforcement and traffic control operations within the City & County of San Francisco.

C.4.1 City & County of San Francisco - cont'd.

- o Coordinating law enforcement and traffic control operations within the City and County of San Francisco.
- o Evaluating status reports and determining priorities for commitment of law enforcement resources.
- o Providing support to other jurisdictions as might be requested under mutual aid support agreements.

Organizations locally available to support law enforcement and traffic control operations are denoted in Enclosure C-1, Supporting Organizations and Responsibilities.

C.4.2 Operational Area (City & County of San Francisco)

The next higher level of mutual aid responsibility is the State Office of Emergency Services (OES), Region 2. The Operational Area Law Enforcement Coordinator in the City and County of San Francisco is the Police Chief. When an emergency cannot be handled within the City, the Police Chief is responsible for coordinating with Region 2 for mutual aid assistance to control the problem. As appropriate, the Police Chief must notify Mutual Aid Region 2 Law Enforcement Coordinator of resources committed.

C.4.3 Mutual Aid Region 2

The State Office of Emergency Services (OES) Mutual Aid Region 2 has a Regional Law Enforcement Coordinator who is selected by the Operational Area Coordinators within the region. Should a present or anticipated emergency be so great as to require the resources of one or more Operational Areas, the Regional Law Enforcement Coordinator is responsible for organizing and coordinating the dispatch of resources from within the Region to affected areas.

C.4.4 State

Office of Emergency Services (OES)

Responsible for the procurement of state resources required to support the City and County of San Francisco during an emergency. The State OES Director, through the State Law Enforcement Coordinator (a member of the State OES Staff), has the responsibility for law enforcement mutual aid coordination at the state level.

California Highway Patrol (CHP)

Can provide assistance to the San Francisco Police Department to restore and maintain law and order.

C.4.4 State - cont'd.

Military Department

When ordered by the Governor, provides available military equipment and personnel in support of civil law enforcement operations.

Department of Justice

Provides intelligence and support information, and communications assistance through the California Law Enforcement Telecommunications System (CLETS) to the State OES and the San Francisco Police Department. It may also furnish law enforcement personnel in support of City law enforcement operations.

Department of Alcoholic Beverage Control

Provides available vehicles, and personnel who have peace officer powers, to support the state and the City law enforcement activities.

Department of Corrections

Can provide available personnel who have peace officer powers to assist with City law enforcement activities.

Department of Forestry

Can provide available personnel who have peace officer powers to assist with City law enforcement activities.

Department of Fish and Game

Can provide available personnel who have peace officer powers to assist with City law enforcement activities.

Department of General Services (California State Police)

Provides for the protection of constitutional officers; personnel, including state officials; property; equipment; supplies; and records, provides for general security at designated state facilities

Department of Transportation

Assists the California Highway Patrol in implementing evacuation and traffic control plans.

C.4.5 Federal

U.S. Department of Defense

The various agencies coordinated by the Department of the Army may provide defensive equipment in support of state and San Francisco Police Department law enforcement operations; and, when ordered by the President, may provide military personnel and offensive weapons.

Department of the Treasury

May temporarily assign to the state and the San Francisco Police Department law enforcement personnel who can be spared from essential departmental activities.

Department of Justice (U.S. Marshal's Service)

May provide personnel needed for law enforcement on all federal lands, to assist agencies such as the National Park Service and the U.S. Forest Service which normally manage such property.

C.5 Policies and Procedures

- (1) The law enforcement officer responsible for the maintenance of law and order in San Francisco shall be in command of these operations.
- (2) Security patrols will be maintained in evacuated areas when feasible. Appropriate precautions will be taken to protect personnel from potential hazards.
- (3) Priority for movement in impacted areas will be given to essential activities such as public safety, medical and health services, and the delivery of essential provisions and other resources.
- (4) If evacuation is ordered, attention should be directed to re-locating detainees from facilities in the hazard area to similar facilities nearby.
- (5) If an emergency situation dictates the movement of persons from areas that might be, or have been, impacted, movement operations will be conducted in accordance with Annex H, **MOVEMENT OPERATIONS**.
- (6) If access control has to be established to facilitate ingress into and egress from impacted areas, or hazardous or potentially hazardous areas, such operations will be conducted in accordance with the procedures outlined in Enclosure C-2, **Access Control**. Control points will be established to assure that only authorized personnel are permitted to enter, pass through or remain within controlled areas.

C.5 Policies and Procedures - cont'd.

- (7) Auxiliary and reserve personnel should be utilized for low risk duties, such as security and traffic control.
- (8) Shifts and patrol areas should be configured, as necessary, to meet the demands of the situation.
- (9) Due to incompatibility of radio communications equipment between most law enforcement agencies, the San Francisco Police Department should, where possible, provide incoming mutual aid forces with portable radios using San Francisco Police Department frequencies.
- (10) Coordination of mutual aid support will be accomplished through established channels (San Francisco, to Mutual Aid Region 2, to State). Requests should include, as applicable:
 - o Number of personnel needed.
 - o Type and amount of equipment requested.
 - o Reporting time and location.
 - o Authority to whom they are to report.
 - o Access routes.
 - o Estimated duration of operations.

All law enforcement mutual aid support will, to the maximum extent possible, be provided in accordance with the California Law Enforcement Mutual Aid Plan.

- (11) Whenever a **STATE OF EMERGENCY** exists within a region or area, the following personnel within the region or area, or who may be assigned to duty therein, have full peace officer powers and duties as provided by Section 830.1 of the Penal Code:
 - o All members of the California Highway Patrol.
 - o All deputies of the Department of Fish and Game who have been appointed to enforce the provisions of the Fish and Game Code.
 - o The State Forester and the classes of the Department of Forestry who are designated by the State Forester as having the powers of peace officers.
 - o All members of the California State Police.
 - o Peace officers who are State employees within the provisions of Section 830.5 of the Penal Code.

(Note: The above personnel also have statewide peace officer powers and duties in the event of a **STATE OF WAR EMERGENCY**.)

C.5 Policies and Procedures - cont'd.

- (12) California Highway Patrol (CHP) support of mutual aid operations is normally provided after governmental resources within the Operational Area have been reasonably committed. Such support may also be provided earlier if the Governor determines it to be in the best interest of the public. CHP personnel committed to the support of the San Francisco Police Department shall remain under the command and control of their department. Commanders and designated supervisors may accept missions from the responsible authorities of the San Francisco Police Department. Requests for support by the CHP will be submitted to the appropriate Area Commander who may commit half of the Area's on-duty forces. (Note: All City law enforcement resources do not necessarily have to be committed prior to requesting such support.)
- (13) State Military Forces (National Guard) in support of the San Francisco Police Department will accept and execute broad mission-type orders from the police official in charge, but will at all times remain under the military chain of command. The provisions of Section 365 of the Military and Veteran's Code place, solely on the military commander, all decisions as to tactical direction and troops, kind and extent of force to be used, and particular means to be employed to accomplish the objective specified by the police official in charge. (Note: The Department of the Army has issued certain regulations regarding temporary loan of federal military resources to National Guard Units and local civil authorities.)
- (14) When the State has committed all of its available forces, including State Military Forces, and when such forces are unable to control the emergency, only the Governor may request that the President assign federal troops to assist in restoring or maintaining law and order.

SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES

1. General

The authority for this Enclosure is the San Francisco Emergency Operations Plan, Mutual Aid Agreements and Letters of Understanding that are or will be developed by and between the San Francisco Police Department and appropriate departments/agencies.

2. Organizations.

2.a. City & County Departments/Agencies.

1. San Francisco Police Auxiliary Reserve.
2. Sheriff's Department.
3. Housing Authority Police.
4. San Francisco Community College District Police.
5. Dept. Public Health - Emergency Medical Service (EMS) - Community Mental Health Service (CMHS).
6. Medical Examiner/Coroner.
7. San Francisco Fire Department.
8. San Francisco Departments/Agencies.

2.b. State.

1. State OES Mutual Aid Region 2.
2. California Highway Patrol.
3. State Police.

3. Responsibilities

3.a. San Francisco Police Auxiliary Reserve

Reserve shall support Department operations and perform public service as may be ordered by the Chief of Police or his duly authorized representative(s). Members of the Reserve organization shall be integrated into the Department response units as determined by the situation and circumstance. Every duly authorized member shall be deemed to have all the powers of a peace officer. The Reserve shall be deemed to be a part of the Law Enforcement and Traffic Service of the Emergency Services Organization. (Amended by Ord. 40-72, App 2.25/72)

3. Responsibilities - cont'd.

3.b. Sheriff's Department

The Sheriff's Department will augment or integrate, depending upon the level of emergency and circumstances, (with) the San Francisco Police Department. The Sheriff's Department will provide personnel and equipment for security and access control, or for duties as assigned by the Chief of Police during emergency period(s).

3.c. Housing Authority Police

The Housing Authority Police will augment the San Francisco Police Department, in time of disaster, and will perform security and access control and/or other duties as might be assigned by the Chief of Police or his authorized representative(s).

3.d. San Francisco Community College District Police

The District's police personnel, in time of a major disaster and in agreement between the Chief of Police and the College District, will augment the San Francisco Police Department in security and access control, and traffic control responsibilities.

3.e. Dept. Public Health - Emergency Medical Svc. (EMS) - Community Mental Health Svc. (CMHS)

The EMS will provide emergency medical treatment of police officers at incident sites and render medical assistance to victims during emergency operations. Upon advice of departmental peer support personnel, the CMHS will provide to the Police Department critical incident stress management services; to include debriefings and/or psychological referrals.

3.f. Medical Examiner/Coroner

The Medical Examiner/Coroner will provide for the identification, removal and disposition of deceased. Coordination and/or liaison will be developed to ensure search and rescue forces at incident sites are prepared to handle deceased victims.

3.g. San Francisco Fire Department

The Department will assist, upon request of the Chief of Police, in search and rescue operations as might be needed.

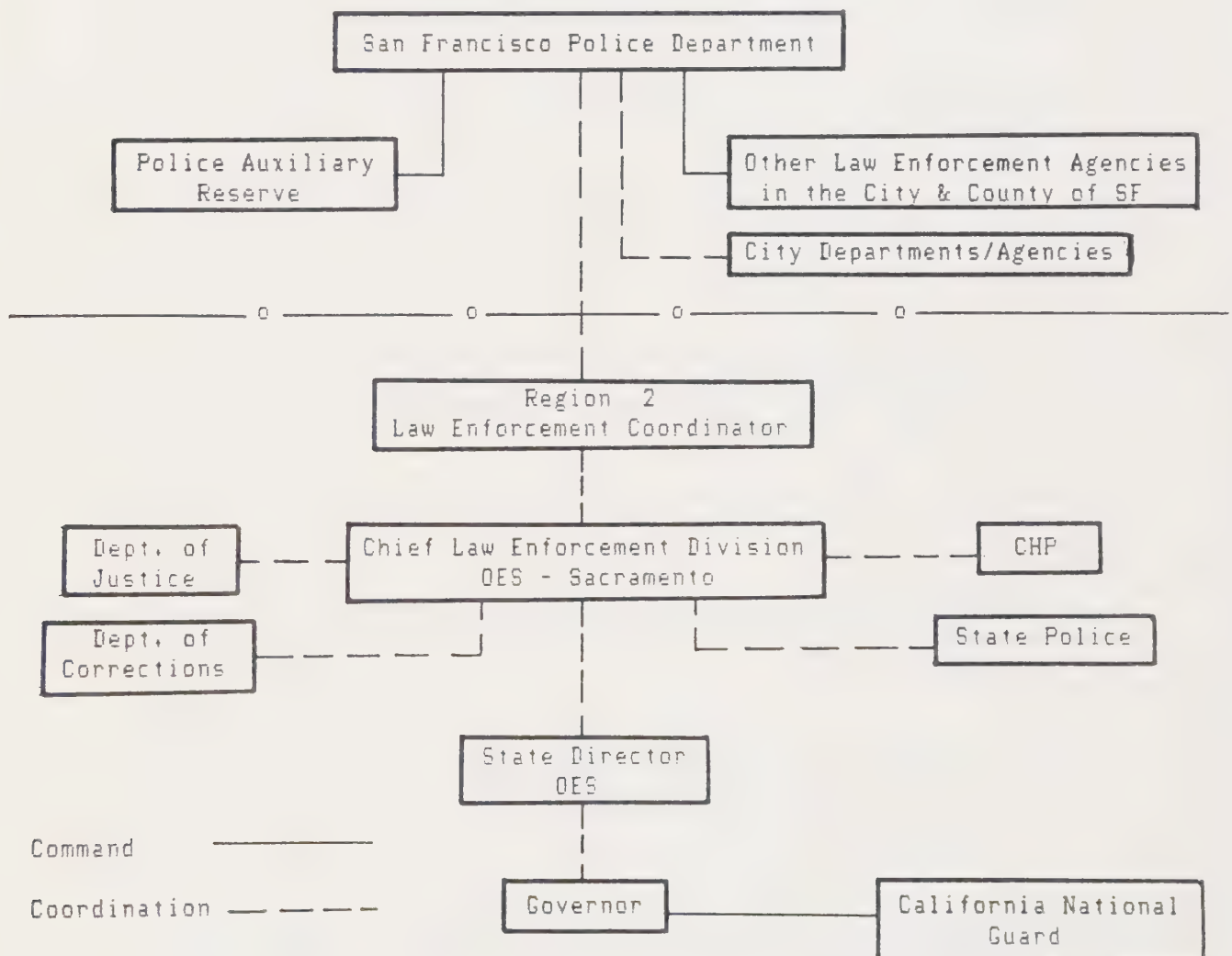
3. Responsibilities - cont d.

3.h. San Francisco Departments/Agencies

The support of the departments and agencies of the City and County of San Francisco will be available to the Chief of Police, or his duly authorized representative(s), as required and as the situation should dictate.

3.i. State OES Mutual Aid Region 2

Mutual Aid Region 2 will provide, in accordance with the state mutual aid agreements and in response to requests by the Police Chief, the coordinating channel(s) for police resources that might be needed to reinforce the City's law enforcement elements.



Enclosure C-2

ACCESS CONTROL

1. Introduction

In the event of a pending or existing natural disaster, technological incident or a nuclear defense emergency, it may be necessary to evacuate persons from a hazard area. During and following an evacuation, perimeter access controls will be necessary to eliminate any re-entry of the hazard area by unauthorized persons.

2. Objectives

The overall objectives of access control operations will be to:

- o Provide a controlled area from which evacuation will take place, and prevent entry by unauthorized persons.
- o Protect lives by controlling entry into extreme hazard areas, thus reducing public exposure to the current or pending hazard agent.
- o Maintain law and order in the hazard area as well as the normal areas of responsibility.

3. Situation

A hazard or potential hazard situation could justify the need for evacuation for a short period of a few hours to several days or weeks, depending on the hazard and its severity. In order to limit access to the hazard area, various personnel and devices will be required, such as the following:

- o Personnel to direct traffic and man control points.
- o Signs to control or restrict traffic.
- o Two-way radios to communicate to personnel within and outside the secured area.
- o Control point(s).
- o Highway and street markers indicating closure of area, and markers on surface roads leading into the secured area(s).
- o Patrols within and outside the secured area(s).
- o An established pass system for entry and exit of secured area(s) (See Attachment C-2-A). See Attachment A-6-D, MEDIA ACCESS REGULATIONS, for media access privileges to closed areas.

4. Responsibilities

4.a. City & County of San Francisco (Operational Area),

Law Enforcement Service

- o Handle law enforcement duties within and outside secured areas.
- o Direct the placement of barricades and traffic control devices.
- o Initiate the entry pass system.
- o Channel requests for mutual aid support.

Public Works

- o Provide for traffic control devices and their placement.
- o Staff roadblocks as requested by Law Enforcement Service.

4.b. State

California Highway Patrol

- o Manages and directs access controls on the state/federal highway system.
- o Works with other government agencies to establish a pass system for authorized persons to enter controlled areas.

Department of Transportation

- o Stockpiles and prepositions barricades at designated location on state roads.
- o Supports San Francisco Department of Public Works.
- o Staffs roadblocks as requested by the CHP.

4.c. Federal

U.S. Forest Service, Bureau of Land Management, & National Park Service

- o Denies entry of federal land to the general public.
- o Notifies persons already in the area to leave if evacuation is ordered.

5. Policies and Procedures

- 5.a. Criteria for allowing entry into closed areas will be established for each incident. Two basic options are available:
- o NO Access - Prohibits public from entering the closed area. Authorized personnel, i.e. City, state, and federal emergency personnel will be allowed entry to perform emergency work as necessary. Media representatives will be allowed access on a controlled basis.
 - o LIMITED Access - Allows persons into closed area according to criteria established by the Incident Commander/Manager. Entry criteria should define the persons who will be allowed entry and whether motor vehicles are allowed. Persons allowed entry might include residents with valid identification, and owners, managers, and employees of businesses located in closed area. All persons allowed access will be required to sign a waiver of liability and complete an entry permit (see Attachment C-2-A).
- 5.b. Penal Code Section 409.5 (Authority of Peace Officers to Close Areas in Emergencies) indicates that any unauthorized person who willfully and knowingly enters an area closed by a peace officer and who willfully remains within such area, after receiving notice to evacuate or leave, shall be guilty of a misdemeanor.
- Nothing in Penal Code Section 409.5 prevents a duly authorized representative of any news service, newspaper, radio or television station or network from entering a closed area.
- 5.c. A record will be maintained of all vehicles and personnel who enter a closed area.
- 5.d. If hazardous conditions are present in the closed area, all personnel will be advised of the conditions and of appropriate precautions.

Attachment:

C-2-A Entry Permit to Enter Restricted Areas.
Waiver of Liability.

Attachment C-2-A

ENTRY PERMIT TO ENTER RESTRICTED AREAS

1. Reason for entry (if scientific research, specify objectives, location, length of time needed for study, methodology, qualifications, sponsoring party, NSF grant number and date on separate page).

2. Name, address and telephone of applicant, organization, university, sponsor, or media group. Also contact person if questions should arise.

3. Travel (fill out applicable sections; if variable call information to dispatcher for each entry).
Method of Travel (vehicle, aircraft) -----
Description of Vehicle/Aircraft -----
Route of Travel if by Vehicle -----
Destination by legal location or landmark -----
Alternate escape route if different from above -----
4. Type of 2-way radio system to be used and your base station telephone number we can contact in emergency (a CB radio or radio telephone will not be accepted).

Entry granted into hazard areas.

Authorizing Signature ----- Date -----

Expiration Date -----

The conditions for entry are attached to and made a part of this permit. Any violation of the attached conditions for entry can result in revocation of this permit.

The Waiver of Liability is made a part of and attached to this permit. All persons entering the closed area under this permit must sign the Waiver of Liability before entry.

WAIVER OF LIABILITY

(TO BE SIGNED AND RETURNED WITH APPLICATION FORM)

I, the undersigned, hereby understand and agree to the requirements stated in the application form and in the safety regulations and do further understand that I am entering a high hazard area with full knowledge that I do so at my own risk and I do hereby release and discharge the Federal Government, the State of California and all its political subdivisions, their officers, agents and employees from all liability for any damages or losses incurred while within the CLOSED AREA.

I understand that the entry permit is conditioned upon this waiver. I understand that no public agency shall have any duty to attempt any search and rescue efforts on my behalf while I am in the CLOSED AREA.

Signatures of applicant and members of his field party

Date

Print full name first, then sign:

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

Appendix C

LAW ENFORCEMENT AND TRAFFIC CONTROL

HAZARD-SPECIFIC RESPONSE CHECKLIST LISTINGS

This Appendix includes Emergency Action Checklists to be accomplished as appropriate in response to the events listed below. This is no significance in the order of checklist items since many actions will have to be accomplished concurrently.

- C-1 Response to a Major Earthquake.
- C-2 Response to Hazardous Material Incident.
- C-3 Response to a Reservoir Failure.
- C-4 Response to a Conflagration.
- C-5 Response to a Tsunami Inundation.
- C-6 Response to a Seiche Inundation.
- C-7 Response to a Transportation Accident.
- C-8 Response to Civil Disturbance.
- C-9 Response to War Emergency.
- C-10 Response to Peacetime/Technological Incident.
- C-11 Response to Earthquake Prediction/Advisory.

Appendix C-1

EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

Command Element - SFPD

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Initiate poll, if possible, of stations to determine situation in their vicinity and their ability to function.	Chief of Department Deputy Chief, Patrol Bureau
o Ensure appropriate representatives report to the City Emergency Coordination Center.	Chief of Department Deputy Chief, Patrol Bureau Commander, Tech. Services
o Coordinate survey and report of damage assessment requirement of department facilities with the Engineering & Construction Service (DPW).	Chief of Department
o Determine if support is required to other jurisdictions, in accordance with mutual aid agreements, (DO NOT dispatch mutual aid until it is determined that there is no threat to the people of San Francisco).	Chief of Department Deputy Chief, Patrol Bureau
o Request, through established channels, mutual aid assistance from the Mutual Aid Region 2 Law Enforcement Coordinator, as might be required.	Chief of Department
o As may be directed by the Commander (Mayor), implement area curfew.	Chief of Department
o Coordinate city-wide response activities.	Deputy Chief, Patrol Bureau
o Coordinate evacuation of unsafe structures and areas with Fire and Rescue Service (SFPD) and other Services as appropriate.	Deputy Chief, Patrol Bureau
o Coordinate access controls with Fire and Rescue Service and other emergency response agencies.	Deputy Chief, Patrol Bureauions

Law Enforcement Service
Response to
Major Earthquake

Command Element - SFPD - cont'd.

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Ensure emergency equipment under cover has been moved to prevent damage in the event of aftershocks.	Deputy Chief, Patrol Bureau; Deputy Chief Special Operations
o Ensure all Service elements prepare and maintain a log of events and actions taken during emergency; forward log to Deputy Chief, Administration.	Deputy Chief, Special Operations Deputy Chief, Patrol Bureau
o Provide information on matters relative to Public Safety; coordinate with Deputy Chief, Administration for dissemination of information over the Emergency Broadcast System (EBS).	Deputy Chief, Patrol Bureaus
o Check communications/dispatch to ensure dispatching and reporting system is operational.	Commander, Tech. Services
o Order dispatch of units to provide alternate communications links, if telephone or radio communications are not operational.	Commander, Tech. Services
o Establish liaison with and coordinate emergency information for Public with the City Public Information Officer (PIO) - Mayor's Press Aide - and the Public Information Section, for broadcast over the Emergency Broadcast System (EBS).	Deputy Chief, Admin.
o As directed, initiate re-call of personnel, including auxiliary reserves; assign responsibilities according to plan.	Deputy Chief, Admin.
o Prepare After-action report of emergency operations and submit to departments/agencies as directed.	Deputy Chief, Admin.

Law Enforcement Service
Response to
Major Earthquake

Field Operations

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o As might be required, request Command element (Deputy Chief, Admin.) to recall personnel and auxiliary reserve.	District Commander
o Ensure appropriate representative(s) report to the Emergency Response District Headquarters - District Fire Battalion Station(s).	District Commander Commanding Officer - in - charge
o Ensure emergency equipment under cover has been moved to prevent damage in the event of aftershocks.	District Commander
o Coordinate the evacuation of unsafe buildings and hazardous areas with other response agencies.	District Commander
o Report status, if possible, of situation in the District area to the Chief of Department and/or Deputy Chief, Field Operations.	District Commander Commanding Officer - in - charge
o Move all emergency equipment to uncovered areas to prevent damage in the event of aftershocks.	Company Station Keeper
o Protect inmates within detention facilities; request guidance as to possible disposition of inmates/detainees.	District Station Keeper
o Dispatch units to survey damage, particularly predesignated key facilities.	Platoon Commander
o Provide assistance for the evacuation of institutionalized persons, as necessary.	Platoon Commander
o Provide assistance in search and rescue operations, and as requested by the SFFD.	Platoon Commander
o Assure that searched buildings are appropriately marked.	Platoon Commander

Law Enforcement Service
Response to
Major Earthquake

Field Operations - cont'd.

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Search areas ordered to be evacuated to ensure that all people have received warning,	Platoon Commander
o Coordinate relocation of people to safe area(s) with the Emergency Response District Headquarters - Fire Battalion Chief,	Platoon Commander
o Provide security within the vacated/evacuated area - buildings/facilities; coordinate perimeter security with the Emergency Response District Headquarters - Fire Battalion Chief,	Platoon Commander
o Coordinate the establishment of perimeter access control, as required, with the Emergency Response District Headquarters,	Platoon Commander
o Coordinate and assist fire response units in entering and leaving impacted area(s),	Platoon Commander
o Relay information concerning debris clearance needs and heavy rescue requirements to the Emergency Response District Headquarters - Fire Battalion Chief,	Platoon Commander
o Assist with the removal and disposition of the dead, if requested by the Medical Examiner/Coroner,	Platoon Commander
o Coordinate with Commanding Officer, Traffic Company to provide traffic control,	Platoon Commander
o Relay information concerning need for road/street barricades to Property Control Section,	Platoon Commander
o Relay information, as might be required, concerning animal control measures to the Animal Control Officer,	Platoon Commander

Law Enforcement Service
Response to
Major Earthquake

Field Operations - cont'd.

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Take required animal control measures; coordinate with the Humane Society and American Red Cross, as necessary.	Animal Control Officer
o Provide traffic control.	Commanding Officer, Traffic Company (Enforc't & Invest'n)
o Coordinate with the Construction and Engineering Service - traffic engineering - to determine capacity and safety of determined evacuation routes.	Commanding Officer, Traffic Company (Enforc't & Invest'n)
o Coordinate with the Construction and Engineering Service for street/road barricades.	Officer-in-Charge, Property Control Section.
o Continue surveys for damage, hazards, injured and rescue requirements and report information to platoon commander or Emergency Response District Headquarters - Fire Battalion Station.	Beat Patrol Officer Sector radio car

Appendix C-2

EMERGENCY ACTION CHECKLIST RESPONSE TO HAZARDOUS MATERIAL INCIDENT

Command Element - SFPD

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Initiate poll of stations in vicinity of incident to determine situation in the vicinity and ability to function.	Chief of Department Deputy Chief, Patrol Bureau
o If City Emergency Coordination Center is activated, ensure appropriate representatives report to the Center.	Chief of Department Deputy Chief, Patrol Bureau Commander, Tech, Services
o Ensure, if necessary, appointment of a Department Public Information Officer (PIO) for period of emergency.	Chief of Department Deputy Chief, Admin.
o Determine if support is required to other jurisdictions in accordance, with mutual aid agreements. (DO NOT dispatch mutual aid until it is determined that there is no threat to the people of San Francisco).	Chief of Department
o Request, through established channels, mutual aid assistance from Mutual Aid Region 2 Law Enforcement Coordinator, as might be required.	Chief of Department
o Coordinate city-wide response activities, as might be required.	Deputy Chief, Patrol Bureau
o Coordinate with Fire Department Deputy Chief, Operations, the evacuation of unsafe areas.	Deputy Chief, Patrol Bureau
o Coordinate with Fire Department Deputy Chief, Operations, access control requirements.	Deputy Chief, Patrol Bureau

Law Enforcement Service
Response to Hazardous
Material Incident

Command Element - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Ensure all involved Service elements prepare and maintain a log of events and actions taken during emergency; forward to Deputy Chief, Administration.	Deputy Chief, Special Operations Deputy Chief, Patrol Bureau
o Provide information on matters relative to Public Safety; coordinate with Deputy Chief, Administration for dissemination of information over the Emergency Broadcast System (EBS).	Deputy Chief, Patrol Bureau
o Establish liaison with and coordinate emergency information for Public with the City Public Information Officer (PIO) - Mayor's Press Aide - and the Public Information Section, if activated, for broadcast over the Emergency Broadcast System.	Deputy Chief, Admin.
o Prepare After-action report of emergency operations and submit to departments/agencies as directed.	Deputy Chief, Admin.
o Notify appropriate City hazard response agencies - Fire and Environmental Health, Public Health Department.	Police Operations Center Communications
o Determine location of Incident Command Post (CP) and notify District Commander.	Police Operations Center Communications
o Dispatch units, as requested, to incident site and to report to Incident Commander and/or District Commander - SFPD.	Communications

Law Enforcement Service
Response to Hazardous
Material Incident

Field Operations

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Report to the Incident Command Post (CP).	District Commander
o In response and in coordination with the Fire Department Incident Commander direct and monitor population evacuation as might be required.	District Commander
o Prepare and maintain a log of police response events and actions taken during emergency.	District Commander
o Oversight police operations relative to the incident; Keep Deputy Chief, Field Operations advised of on-going situation.	District Commander
o Determine, in coordination with the Fire Department Incident Commander, if the use of aircraft will make hazardous conditions worse. If so, forward information to Deputy Chief, Field Operations.	Event Commander
o In coordination with the Incident Commander, establish traffic and other controls to permit entry/re-entry to the area of the incident.	Commanding Officer, Traffic Company (Enforce't & Inves'n)
o Ensure that all personnel remain upwind or upstream and/or isolate the incident site. This may require repositioning of personnel and equipment as conditions change.	Platoon Commander
o Direct designated hazardous response elements to established staging area(s), and the incident CP as required.	District Commander
o Assist, in coordination with the Incident Commander, in the warning dissemination and search and rescue operations.	Platoon Commander

Law Enforcement Service
Response to Hazardous
Material Incident

Field Operations - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o In response to the Incident Commander, search (vacated) areas to ensure that all people have received warnings.	Platoon Commander
o If first responder to incident, report situation to communications/dispatch - isolate area, pending receipt of additional instructions.	Platoon Commander
o Assist, as may be requested by the Incident Commander, in the coordination of medical assistance.	Platoon Commander
o Assist, as might be requested by the Coroner, with the removal of the dead.	Platoon Commander
o Provide law enforcement and crowd control services at mass care facilities as might be activated. Coordinate with Red Cross representative in charge of facility.	Officer-in-Charge, Personnel Section Utilizing Police Reserves

Appendix C-3

EMERGENCY ACTION CHECKLIST RESPONSE TO RESERVOIR FAILURE

Command Element

<u>Action</u>	<u>Assigned Responsibility</u>
o Initiate poll of stations to determine situation in their vicinity and their ability to function.	Chief of Department Deputy Chief, Patrol Bureau
o If City Emergency Coordination Center is activated, ensure appropriate representatives report to the Center.	Chief of Department
o Request, through established channels, mutual aid assistance from Mutual Aid Region 2 Law Enforcement Coordinator, as might be required.	Chief of Department
o As may be directed by the Commander (Mayor), implement area curfew.	Chief of Department
o Oversight area coordination activities as might be required.	Deputy Chief, Patrol Bureau
o Refer to inundation maps to define threatened area(s).	Deputy Chief, Patrol Bureau
o Coordinate evacuation of unsafe or endangered areas with Fire Department and other agencies, as might be necessary.	Deputy Chief, Patrol Bureau
o Coordinate access controls with Fire Department, as necessary	Deputy Chief, Special Operations
o Ensure preparation and maintenance of log of events of actions taken and requests received during emergency; forward log to Deputy Chief, Administration.	Deputy Chief, Special Operations Deputy Chief, Patrol Bureau
o Provide information on matters relative to Public Safety; coordinate with Deputy Chief, Administration for dissemination of information over the Emergency Broadcast system (EBS).	Deputy Chief, Patrol Bureau

Law Enforcement Service
Response to A Reservoir
Failure

Command Element - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Establish liaison with and coordinate emergency information for public with the City Public Information Officer (PIO) - Mayor's Press Aide - and the Public Information Section, if activated, for broadcast over the Emergency Broadcast System.	Deputy Chief, Admin.
o Prepare After-action report of emergency operations and submit to departments/agencies as directed.	Deputy Chief, Admin.
o Provide alternate mobile communications, if necessary.	Commander, Tech. Services
o Alert field units to potential danger.	Police Operations Center Communications
o Determine location of Incident Command Post (CP) and notify District Commander.	Police Operations Center Communications
o Dispatch units, as requested, to incident site and to report to Incident Commander and/or District Commander - SFPD.	Communications
o Direct units in area of incident to survey and report extent and severity of damage.	Communications

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Field Operations

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| o Report to the Incident Command Post (CP). | District Commander |
|---|--------------------|

Law Enforcement Service
Response to A Reservoir
Failure

Field Operations - cont'd.

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o In response to and in coordination with the Fire Department Incident Commander, direct and monitor population evacuation as might be required.	District Commander
o Prepare and maintain a log of police response events and actions taken during emergency.	District Commander
o Oversight police operations relative to the incident; keep Deputy Chief, Patrol Bureau advised of on-going situation.	District Commander
o In coordination with the Incident Commander, provide traffic control for evacuations.	Commanding Officer Traffic Company (Enforc't & Invest'n)
o In coordination with the Incident Commander, establish controls to permit entry/re-entry to the area of the incident.	Commanding Officer Traffic Company (Enforc't & Invest'n)
o In coordination with District Commander establish access controls to vacated areas.	Commanding Officer Traffic Company (Enforc't & Invest'n)
o Assist, in coordination with the Incident Commander, in the warning dissemination of the population in the reservoir inundation area.	Platoon Commander
o In response to the Incident Commander, search (vacated) areas to ensure that all people have received warnings.	Platoon Commander
o Provide assistance in evacuating institutionalized persons as might be requested.	Platoon Commander
o In coordination with the Incident Commander, provide security for the vacated area(s).	Platoon Commander

Law Enforcement Service
Response to A Reservoir
Failure

Field Operations

<u>Action</u>	<u>Assigned Responsibility</u>
o In coordination with the Incident Commander, provide assistance in search and rescue efforts.	Platoon Commander
o In coordination with the Incident Commander, assure that searched buildings are so marked.	Platoon Commander
o In coordination with the Incident Commander, provide security for damaged area(s).	Platoon Commander
o Assist fire units and heavy equipment operators in entering and leaving vacated and/or damaged area(s).	Platoon Commander
o Assist, as might be requested by the Coroner, with the removal of the dead.	Platoon Commander
o Provide law enforcement and crowd control services at mass care facilities as might be activated. Coordinate with Red Cross representative in charge of facility.	Officer-in-Charge Personnel Section Utilizing Police Reserves

Appendix C-4

EMERGENCY ACTION CHECKLIST RESPONSE TO CONFLAGRATION

Command Element

<u>Action</u>	<u>Assigned Responsibility</u>
o Place key personnel on alert to situation.	Chief of Department Deputy Chief, Special Ops; Deputy Chief, Patrol Bureau
o Initiate poll of stations, as appropriate, in area of incident to determine their situation and ability to function.	Chief of Department Deputy Chief, Patrol Bureau
o If City Emergency Coordination Center is activated, ensure appropriate representatives report to the Center.	Chief of Department Commander, Tech. Svc. Dep. Chief, Patrol Bur
o Ensure, as required, appointment of a Department Public Information Officer (PIO) for period of emergency.	Chief of Department
o As might be appropriate and/or required, initiate recall of Department personnel.	Chief of Department
o As needed, request mutual aid assistance through Mutual Aid Region 2 Law Enforcement Coordinator through established channels.	Chief of Department
o Coordinate response activities as might be required and as dictated by the situation.	Deputy Chief, Field Operations
o Coordinate evacuation of unsafe or endangered areas with Fire Department, Deputy Chief, Operations.	Deputy Chief, Patrol Bureau
o Coordinate access controls with Fire Department, Deputy Chief, Operations.	Deputy Chief, Special Operations
o Ensure preparation and maintenance of a police log of events and actions taken during emergency.	Deputy Chief, Special Operations Deputy Chief, Patrol Bureau

Law Enforcement Service
Response to
Conflagration

Command Element

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Consider relocation of stations (companies) if it is determined there is a potential for unsafe situation(s).	Deputy Chief, Patrol Bureau
o Coordinate relocations with District Commander(s).	Deputy Chief, Patrol Bureau
o Provide alternate mobile communications, as necessary, in event of station relocation(s).	Commander, Tech. Services
o Establish liaison with and coordinate emergency information for public with the City Public Information Officer (PIO) - Mayor's Press Aide - and the Public Information Section, if activated, for broadcast over the Emergency Broadcast System.	Deputy Chief, Admin.
o Prepare After-action report of emergency operations and submit to departments/agencies as directed.	Deputy Chief, Admin.
o Alert field units to potential danger(s).	Police Operations Center Communications
o Determine location of Incident Command Post (CP) and notify District Commander.	Police Operations Center Communications
o Dispatch units, as requested, to incident site and to report to Incident Commander and/or District Commander - SFPD.	Communications

Law Enforcement Service
Response to
Conflagration

Field Operations

<u>Action</u>	<u>Assigned Responsibility</u>
o Report to the Incident Command Post.	District Commander
o Ensure that an appropriate liaison person, as necessary, reports to the Incident Command Post to advise and assist the Incident Commander on police response capabilities.	District Commander
o In response to and in coordination with the Fire Department Incident Commander, direct and monitor population evacuation as might be required.	District Commander
o Prepare and maintain a log of police response events and actions taken during emergency; forward log(s) to Deputy Chief, Administration.	District Commander
o Oversight police operations relative to the incident; keep Deputy Chief, Field Operations advised of on-going situation.	District Commander
o In coordination with the Incident Commander, provide traffic control for evacuation operations.	Commanding Officer Traffic Company (Enforc't & Invest'n)
o In coordination with the Incident Commander, establish controls to permit entry/re-entry to the area of the incident.	Commanding Officer Traffic Company (Enforc't & Invest'n)
o In coordination with District Commander establish access controls to vacated areas.	Commanding Officer Traffic Company (Enforc't & Invest'n)
o Assist, in coordination with the Incident Commander, in the warning dissemination of the population in the endangered area(s).	Platoon Commander
o In response to the Incident Commander, search (vacated) area(s) to ensure that all people have received warnings.	Platoon Commander

Law Enforcement Service
Response to
Conflagration

Field Operations

<u>Action</u>	<u>Assigned Responsibility</u>
o Provide assistance in evacuating institutionalized persons as might be requested.	Platoon Commander
o In coordination with the Incident Commander, provide security for the vacated area(s).	Platoon Commander
o In coordination with the Incident Commander, provide assistance in search and rescue efforts.	Platoon Commander
o In coordination with the Incident Commander, assure that searched buildings are so marked.	Platoon Commander
o Assist fire units, transportation (for evacuation) and heavy equipment operators in entering and leaving incident area(s).	Platoon Commander
o Assist, as might be requested by the Coroner, with the removal of the dead.	Platoon Commander
o Provide law enforcement and crowd control services at mass care facilities as might be activated. Coordinate with Red Cross representative in charge of facility.	Officer-in Charge Personnel Section Utilizing Police Reserves.

Appendix C-5

EMERGENCY ACTION CHECKLIST RESPONSE TO TSUNAMI INUNDATION

Command Element

<u>Action</u>	<u>Assigned Responsibility</u>
o Place Law Enforcement Service on alert as to possibility of incident.	Chief of Department
o If City Emergency Coordination Center is activated, ensure appropriate representatives report to the Center.	Chief of Department
o Allocate personnel required to support emergency operations.	Chief of Department Deputy Chief, Special Operations; Deputy Chief, Patrol Bureau
o Request, through established channels, mutual aid assistance from Mutual Aid Region 2 Law Enforcement Coordinator, as might be required.	Chief of Department
o Oversight area coordination activities as might be required.	Deputy Chief, Patrol Bureau
o Refer to Tsunami inundation maps in City Emergency Plan to define threatened area.	Deputy Chief, Special Opns.; Dep. Chief, Patrol Bureau
o Coordinate warning and evacuation of potentially unsafe or endangered areas with Fire Department Deputy Chief, Operations.	Deputy Chief, Patrol Bureau
o Coordinate access controls with Fire Department Deputy Chief, Operations.	Deputy Chief, Special Operations
o Ensure preparation and maintenance of police log of events of actions taken and requests received during emergency.	Deputy Chief, Field Operations; Dep. Chief Patrol Bureau
o Provide information on matters relative to public safety; coordinate with Deputy Chief, Administration for dissemination of information over the Emergency Broadcast system (EBS).	Deputy Chief, Patrol Bureau

Law Enforcement Service
Response to
Tsunami Inundation

Command Element - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Arrange for emergency electric power for law enforcement facilities that might be impacted.	Commander, Tech. Services
o Establish liaison with and coordinate emergency information for public with the City Public Information Officer (PIO) - Mayor's Press Aide - and the Public Information Section, if activated, for broadcast over the Emergency Broadcast System.	Deputy Chief, Admin.
o Prepare After-action report of emergency operations and submit to departments/agencies as directed.	Deputy Chief, Admin.
o Dispatch units, as requested, to incident site and to report to Incident Commander and/or District Commander - SFPD.	Communications
o Direct units in area of incident to survey and report extent and severity of damage.	Communications

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Field Operations

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o Review evacuation routes and warning procedures (see Annex H, Movement Operations).	District Commander
o Alter and/or reconfigure patrol areas, as might be required, to meet situation.	District Commander
o Prepare to relocate personnel and equipment from stations that could be subject to inundation.	District Commander
o If relocation is implemented, notify Deputy Chief, Field Operations through communications.	District Commander

Law Enforcement Service
Response to
Tsunami Inundation

Field Operations

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Report in to Emergency Response District Headquarters - Fire Battalion District station - to coordinate emergency response procedures with Battalion Chief.	District Commander
o In coordination with Emergency Response District Battalion Fire Chief, warn population in threatened area(s).	District Commander
o Activate warning procedures.	District Commander
o In coordination with Emergency Response District Battalion Chief implement evacuation plans (see Annex H, Movement Operations), if so ordered.	District Commander
o Prepare and maintain a log of police response events and actions taken during emergency.	District Commander
o Oversight police operations relative to the incident; keep Deputy Chief, Patrol Bureau advise of on-going situation.	District Commander
o In coordination with the Incident Commander, coordinate for rescue of persons trapped in inundation area(s).	District Commander
o In coordination with the Incident Commander, provide traffic control for evacuations.	Commanding Officer Traffic Company (Enforc't & Invest'n)
o In coordination with the Incident Commander, provide access controls around perimeter of inundation area.	Commanding Officer Traffic Company (Enforc't & Invest'n)
o In coordination with the Incident Commander, establish access controls to vacated area(s).	Commanding Officer Traffic Company (Enforce't & Invest'n)

Law Enforcement Service
Response to
Tsunami Inundation

Field Operations

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Prepare to move personnel from detention facilities that might be subject to inundation.	District Station Keeper
o In response to the Incident Commander, search (vacated) areas to ensure that all people have received warnings.	Platoon Commander
o Provide assistance in evacuating institutionalized persons.	Platoon Commander
o In coordination with the Incident Commander, provide security for the vacated area(s).	Platoon Commander
o In coordination with the Incident Commander, provide assistance in search and rescue efforts.	Platoon Commander
o In coordination with the Incident Commander, assure that searched buildings are so marked.	Platoon Commander
o In coordination with the Incident Commander, provide security for the inundated area(s).	Platoon Commander
o Assist fire units and other responding emergency units in entering and leaving area(s).	Platoon Commander
o Assist, as might be requested by the Coroner, with the removal of the dead.	Platoon Commander
o Provide law enforcement and crowd control services at mass care facilities as might be activated. Coordinate with Red Cross representative in charge of facility.	Officer-in-Charge, Personnel Section Utilizing Police Reserves.

Appendix C-6

EMERGENCY ACTION CHECKLIST RESPONSE TO SEICHE INUNDATION

Command Element

<u>Action</u> -----	<u>Assigned Responsibility</u> ---
o Place Law Enforcement Service on alert as to possibility of incident.	Chief of Department
o If City Emergency Coordination Center is activated, ensure appropriate representatives report to the Center.	Chief of Department
o Allocate personnel required to support emergency operations.	Chief of Department Deputy Chief, Special Opns.; Dep. Chief, Patrol Bureau
o Request, through established channels, mutual aid assistance from Mutual Aid Region 2 Law Enforcement Coordinator, as might be required.	Chief of Department
o Oversight area coordination activities as might be required.	Deputy Chief, Patrol Bureau
o Refer to Seiche Inundation maps in City Emergency Plan to define threatened area.	Deputy Chief, Patrol Bureau
o Coordinate warning and evacuation of potentially unsafe or endangered areas with Fire Department Deputy Chief, Operations.	Deputy Chief, Patrol Bureau
o Coordinate access controls with Fire Department Deputy Chief, Operations.	Deputy Chief, Special Operations
o Ensure preparation and maintenance of police log of events of actions taken and requests received during emergency.	Deputy Chief, Field Opns.; Dep. Chief, Patrol Bureau
o Provide information on matters relative to public safety; coordinate with Deputy Chief, Administration for dissemination of information over the Emergency Broadcast System (EBS).	Deputy Chief, Patrol Bureau

Law Enforcement Service
Response to
Seiche Inundation

Command Element - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Arrange for emergency electric power for law enforcement facilities that might be impacted.	Commander, Tech. Services
o Establish liaison with and coordinate emergency information for public with the City Public Information Officer (PIO) - Mayor's Press Aide - and the Public Information Section, if activated, for broadcast over the Emergency Broadcast System.	Deputy Chief, Admin.
o Prepare After-action report of emergency operations and submit to departments/agencies as directed.	Deputy Chief, Admin.
o Dispatch units, as requested, to support emergency operations in areas of potential threat or inundation.	Communications
o Direct units, as determined by Operations, to survey and report extent and severity of damage.	Communications

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Field Operations

o Review evacuation routes and warning procedures (see Annex H, Movement Operations).	District Commander
o Alter and/or reconfigure patrol areas, as might be necessary, to meet situation.	District Commander
o Prepare to relocate personnel and equipment from stations that could be subject to inundation.	District Commander
o If relocation is implemented, notify Deputy Chief, Patrol Bureau through communications.	District Commander

Law Enforcement Service
Response to
Seiche Inundation

Field Operations - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Report in to Emergency Response District Headquarters - Fire Battalion District station - to coordinate emergency response procedures with Battalion Chief.	District Commander
o In coordination with Emergency Response District Battalion Chief, warn population in threatened area(s).	District Commander
o Activate warning procedures.	District Commander
o In coordination with Emergency Response District Battalion Chief implement evacuation plans (see Annex H, Movement Operations), if so ordered.	District Commander
o Prepare and maintain a log of police response events and actions taken during emergency.	District Commander
o Oversight police operations relative to the incident; keep Deputy Chief, Patrol Bureau advised on on-going situation.	District Commander
o In coordination with the Incident Commander, coordinate for rescue of persons trapped in inundation area.	District Commander
o In coordination with the Incident Commander, provide access controls around perimeter of inundation area.	Commanding Officer Traffic Company (Enforc't & Invest'n)
o In coordination with the Incident Commander, provide traffic control for evacuation.	Commanding Officer Traffic Company (Enforc't & Invest'n)
o In coordination with the Incident Commander, establish access controls to vacated area.	Commanding Officer Traffic Company (Enforc't & Investi'n)

Law Enforcement Service
Response to
Seiche Inundation

Field Operations - cont'd.

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Prepare to move personnel from detention facilities that might be subject to inundation.	District Station Keeper
o In response to the Incident Commander, search (vacated) area to ensure that all people have received warnings.	Platoon Commander
o Provide assistance in evacuating institutionalized persons.	Platoon Commander
o In coordination with the Incident Commander, provide security for the vacated areas.	Platoon Commander
o In coordination with the Incident Commander, provide assistance in search and rescue efforts.	Platoon Commander
o In coordination with the Incident Commander, assure that searched buildings are so marked.	Platoon Commander
o In coordination with the Incident Commander, for the inundated area(s).	Platoon Commander
o Assist fire units and other responding emergency units in entering and leaving area(s).	Platoon Commander
o Assist, as might be requested by the Coroner, with the removal of the dead.	Platoon Commander
o Provide law enforcement and crowd control services at mass care facilities as might be activated, Coordinate with Red Cross representative in charge of facility.	Officer-in Charge, Personnel Section Utilizing Police Reserves

EMERGENCY ACTION CHECKLIST RESPONSE TO A TRANSPORTATION ACCIDENT

Command Element

<u>Action</u>	<u>Assigned Responsibility</u>
o If City Emergency Coordination Center is activated, ensure appropriate representatives report to Center.	Chief of Department
o Ensure appointment of a Department Public Information Officer for period of emergency.	Chief of Department
o Oversight police coordination activities, as might be required.	Deputy Chief, Patrol Bureau
o Coordinate evacuation of unsafe or endangered areas with Fire Department Deputy Chief, Operations.	Deputy Chief, Patrol Bureau
o Coordinate access controls with Fire Department Deputy Chief, Operations, as required.	Deputy Chief, Special Operations
o Ensure preparation and maintenance of a police log of events of actions taken and requests received during emergency.	Deputy Chief, Special Opns.; Dep. Chief, Patrol Bureau
o Establish liaison with and coordinate release of information with Fire Department, Deputy Chief, Administration	Deputy Chief, Admin.
o Prepare After-action report of emergency operations and submit to departments/agencies as directed.	Deputy Chief, Admin.

IN EVENT OF AIRCRAFT ACCIDENT INCLUDE

- | | |
|---|---------------------|
| o Request Mutual Aid police resources as might be determined necessary. | Chief of Department |
|---|---------------------|

Law Enforcement Service
Response to A
Transportation Accident

Command Element - cont'd.

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o In coordination with Chief of Department, San Francisco Fire Department, initiate planning for the POST-EMERGENCY PHASE of response activities, i.e. security, search for and removal of deceased victims, etc.	Chief of Department
o Coordinate with Department of Public Health, Mental Health, for critical incident stress management assistance.	Chief of Department
o Coordinate with Director, Office of Emergency Services.	Chief of Department
o Coordinate with the Chief of Department, San Francisco Fire Department for release of disaster information and scheduling of news conferences.	Chief of Department
o Poll station in area of incident to determine their situation and ability to function.	Deputy Chief, Patrol Bureau
o Ensure that vehicles, belonging to a private company that are used to transport remains of victims, have signs and other company identification covered.	Deputy Chief, Special Operations
o In coordination with Deputy Chief, Operations, San Francisco Fire Department, establish incident perimeter boundaries and control measures.	Deputy Chief, Patrol Bureau
o Coordinate evacuation of unsafe or endangered areas with Fire Department Deputy Chief, Operations.	Deputy Chief, Patrol Bureau
o Provide alternate mobile communications at Incident Command Command Post (CP).	Commander, Tech. Services
o Prepare After-action report of emergency operations and submit to departments/agencies as directed.	Deputy Chief, Admin.

Law Enforcement Service
Response to A
Transportation Accident

Command Element - cont'd.

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Alert field units to situation.	Police Operations Center Communications
o Dispatch units, as requested, to incident site and to report to Incident Commander and/or District Commander - SFPD.	Police Operations Center Communications
--- * ----- * ----- * ----- * ----- * ----- * ----- * ---	
<u>Field Operations</u>	
--- * ----- * ----- * ----- * ----- * ----- * ----- * ---	
o Report to Incident Command Post (CP).	District Commander
o Ensure that an appropriate liaison person, as made be required, reports to the Incident Command Post to advise and assist Incident Commander on police response and capabilities.	District Commander
o Prepare and maintain a log of police response events and actions taken during emergency; forward log(s) to Deputy Chief, Administration.	District Commander
o Oversight police operations relative to the incident; Keep Deputy Chief, Field Operations advised of on-going situation.	District Commander
o In coordination with the Incident Commander, provide traffic control for evacuation operations, as might be needed.	Commanding Officer Traffic Company (Enforc't & Invest'n)
o In coordination with the Incident Commander, establish controls to permit entry/re-entry to the area of the incident.	Commanding Officer Traffic Company (Enforc't & Invest'n)

Field Operations - cont.d

<u>Action</u> -----	<u>Assigned Responsibility</u> ----
o Provide assistance in evacuating institutionalized persons as might be required.	Platoon Commander
o In coordination with the Incident Commander, provide security to vacated areas and/or facilities.	Platoon Commander
o In coordination with the Incident Commander, provide assistance in search and rescue efforts.	Platoon Commander
o Assist fire units, emergency response elements and equipment operators in entering and leaving incident site.	Platoon Commander
o Assist, as might be requested by the Coroner, with the removal of the dead.	Platoon Commander

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Command Element

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BART ACCIDENT IN OTHER THAN TRANS-BAY TUBE

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|--|----------------------------------|
| o Coordinate with Department of Public Health, Mental Health, for critical incident stress management assistance if deemed necessary. | Chief of Department |
| o Coordinate with the Chief of Department, San Francisco Fire Department for release of disaster information and scheduling of news conferences. | Chief of Department |
| o Ensure that vehicles, belonging to a private company that is used to transport remains of victims, have signs and other company identification conveyed. | Deputy Chief, Special Operations |

BART ACCIDENT IN OTHER THAN TRANS-BAY TUBE

Command Element - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Determine location of Incident Command Post (CP) and notify District Commander.	Police Operations Center Communications
o Dispatch units, as requested, to incident site and to report to Incident Commander and/or District Commander - SFPD.	Police Operations Center Communications
--- * --- * --- * --- * --- * --- * ---	
<u>Field Operations</u>	
--- * --- * --- * --- * --- * --- * ---	
o Report to Incident Command Post.	District Commander
o Ensure that an appropriate liaison person reports to the Incident Command Post to advise and assist the Incident Commander on police response and capabilities.	District Commander
o Prepare and maintain a log of police response events and actions taken during emergency; forward log(s) to Deputy Chief, Administration.	District Commander
o Oversight police operations relative to the incident; Keep Deputy Chief, Patrol Bureau advised of on-going situation.	District Commander
o Provide traffic control in and adjacent to incident site.	Commanding Officer Traffic Company (Enforc't & Invest'n)
o Assist fire units and other emergency response elements in entering and leaving incident site.	Platoon Commander

Law Enforcement Service
Response to A
Transportation Accident

Command Element

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
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BART ACCIDENT IN TRANS-BAY TUBE

- | | |
|--|--|
| o Coordinate with Department of Public Health, Mental Health, for critical incident stress management assistance if deemed necessary, | Chief of Department |
| o Coordinate with the Chief of Department, San Francisco Fire Department for release of disaster information and scheduling of news conferences, | Chief of Department |
| o Ensure that vehicles, belonging to a private company that are used to transport remains of victims, have signs and other company identification covered, | Deputy Chief, special Operations |
| o Dispatch units, as requested, to Embarcadero Station to report to Incident Commander and/or District Commander - SFPD, | Police Operations Center
Communications |

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Field Operations

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|---|--------------------|
| o Report to Incident Command Post Embarcadero Station, | District Commander |
| o Ensure that an appropriate liaison person reports to the Incident Command Post to advise and assist the Incident Commander on police response and capabilities, | District Commander |
| o Prepare and maintain a log of police response events and actions taken during emergency; forward log(s) to Deputy Chief, Administration, | District Commander |

Law Enforcement Service
Response to A
Transportation Accident

BART ACCIDENT IN TRANS-BAY TUBE

Field Operations - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Oversight police operations relative to the incident; Keep Deputy Chief, Patrol Bureau advised of on-going situation.	District Commander
o Provide traffic control at and adjacent to the Embarcadero Station.	Commanding Officer Traffic Company (Enforc't & Invest'n)
o Assist fire units and other emergency response elements in entering and leaving the Embarcadero Station area.	Platoon Commander

Appendix C-8

EMERGENCY ACTION CHECKLIST RESPONSE TO CIVIL DISTURBANCE

Command Element

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Place Law Enforcement Service on alert to situation.	Chief of Department
o If City Emergency Coordination Center is activated, ensure appropriate representatives report to the Center.	Chief of Department
o Ensure appointment of Department spokesperson for period of emergency.	Chief of Department
o In coordination with appropriate departments/agencies, initiate planning for the POST-EMERGENCY CLEANUP PHASE, as might be required, of the response activities.	Chief of Department
o Designate an Incident Commander.	Deputy Chief, Patrol Bureau
o Initiate crowd control and management actions as outlined in Department Events Manual.	Deputy Chief, Special Operations
o Oversight police operations in area of incident.	Deputy Chief, Patrol Bureau
o Coordinate with Deputy Chief, Operations, San Francisco Fire Department concerning employment or potential employment of Fire Department units.	Deputy Chief, Patrol Bureau
o Coordinate release of information for public with Deputy Chief, Administration.	Deputy Chief, Patrol Bureau
o Coordinate with appropriate agencies for evacuation and care for affected but non-involved persons; i.e. MUNI Ry., Red Cross.	Deputy Chief, Patrol Bureau

Law Enforcement Service
Response to
Civil Disturbance

Command Element - cont'd.

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Ensure preparation and maintenance of log of events of actions taken and requests received during emergency.	Deputy Chief, Patrol Bureau
o Establish liaison with and coordinate release of information with the City Public Information Officer - Mayor's Press Aide.	Deputy Chief, Admin.
o Prepare After-action report of emergency operations and submit to departments/agencies as directed.	Deputy Chief, Admin.

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Field Operations

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INITIATION AND IMPLEMENTATION OF FIELD OPERATIONS ASSIGNMENTS AND RESPONSIBILITIES WILL BE ACCOMPLISHED AS SET FORTH IN THE DEPARTMENT'S EVENTS MANUAL FOR CROWD CONTROL AND MANAGEMENT.

Appendix C-9

EMERGENCY ACTION CHECKLIST RESPONSE TO WAR EMERGENCY

Command Element

NUCLEAR ALERT

<u>Action</u>	<u>Assigned Responsibility</u>
o Place Law Enforcement Service personnel on standby alert.	Chief of Department
o Review and update Service Annex.,	Chief of Department Deputy Chief, Special Opns.; Dep. Chief, Patrol Bureau
o Update organization plan and the assignment of personnel and equipment.	Chief of Department Deputy Chief, Patrol Bureau Commander, Tech. Services
o Determine what normal activities and services can be deferred or curtailed to free manpower and funds for emergency preparations.	Chief of Department
o Defer or curtail all non-essential services. Cancel leaves and days off, recall all personnel on leave and start two shift operations, as directed.	Chief of Department
o Make specific assignments to emergency duty stations, as might be required.	Chief of Department Deputy Chief, Patrol Bureau
o Report status of preparedness of Law Enforcement Service to Commander (Mayor).	Chief of Department

Law Enforcement Service
Response to War
Emergency

Command Element - cont'd.

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Allocate personnel required to support City and Department emergency preparedness operations.	Chief of Department
o If activated, send appropriate representative(s) to City Emergency Coordination Center to coordinate emergency preparedness activities for Department.	Chief of Department Deputy Chief, Patrol Bureau
o Coordinate with supporting agencies and personnel to upgrade Department's capabilities.	Deputy Chief, Special Operations Deputy Chief, Patrol Bureau
o If activated, determine location(s) of City Departmental/agency emergency operation centers.	Deputy Chief, Patrol Bureau
o Institute refresher training of Department Personnel to familiarize them with emergency plan, emergency assignments, weapons effects, hazards, shelter concepts.	Deputy Chief, Patrol Bureau Deputy Chief, Admin.
o Recruit and train support and/or auxiliary personnel to upgrade Department's capabilities.	Deputy Chief, Admin.
o Determine what normal activities and services can be deferred or curtailed to free manpower, equipment and funds for emergency preparations.	Deputy Chief, Patrol Bureau Deputy Chief, Admin.
o Suspend all non-emergency functions.	Deputy Chief, Patrol Bureauiions Deputy Chief, Admin.

Command Element - cont'd.

NUCLEAR ALERT

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Advise Departmental elements to start shut-down, if possible, of non-essential services and to make final preparations for maintaining essential services throughout emergency.	Deputy Chief, Field Operations Deputy Chief, Admin. Deputy Chief, Tech. Services
o Initiate inventory of supplies as might be needed, i.e. sandbags, first aid, etc.	Commander, Tech. Services
o Initiate identification of vital records and documents that may have to be relocated to protected site(s).	Deputy Chief, Admin.
o Coordinate transfer of vital documents and records to protected relocation site(s).	Deputy Chief, Admin.
o Coordinate action(s) to enhance radiation protection of designated critical facilities with Construction and Engineering Service.	Commander, Tech. Services.
o Arrange for repairs of essential equipment and/or expedite current maintenance and repair programs.	Commander, Tech. Services.
o Ensure that obligation documents initiated during the emergency period are properly completed on the proper forms.	Deputy Chief, Admin.
o Ensure that records are established and maintained for personnel time, equipment time, purchases and vendor contracts, as needed, and as they relate to the emergency period.	Deputy Chief, Admin.

Command Element - cont'd.

NUCLEAR ALERT

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate transfer of essential supplies and equipment, as determined or directed, to protected sites(s).	Deputy Chief, Admin.
o Coordinate return to normal work schedule if alert status is cancelled.	Deputy Chief, Patrol Bureau
o Ensure all service elements prepare and maintain a log of events of actions taken during emergency alert period, and are forwarded as directed.	Deputy Chief, Admin.
o Prepare After Action Report of emergency operations and submit to Departments/agencies as directed.	Deputy Chief, Admin.
o If City Emergency Coordination Center is activated, implement communication requirements between police communications and the Center (ECC).	Police Operations Center Communications
o Review readiness of facilities and equipment.	Communications
o Review warning procedures and use of siren system with Department of Electricity and Office of Emergency Services.	Communications
o Initiate communications and status checks with service elements on a regular basis, or as directed.	Communications
o Coordinate intensified training in emergency skills and make final preparations for attack.	District Commander

Field Operations

NUCLEAR ALERT

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate inventory of on-hand supplies and/or determine supplies that might be needed, i.e. sandbags, first aid, etc.	District Commander
o Inform Deputy Chief, Patrol Bureau through appropriate reporting channels, status of preparedness for emergency operations.	District Commander
o Prepare and maintain log of events of actions taken during the emergency period, forward to Deputy Chief, Administration.	District Commander
o Develop a Remedial Movement Plan for station as necessary in event of fire threat following attack.	District Commander

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Command Element

POST - ATTACK

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o Poll facilities, if possible, to determine extent of damage and if they are still able to function.	Chief of Department Deputy Chief, Special Operations Deputy Chief, Patrol Bureau Deputy Chief, Admin.
o If possible, report status of Department's capability to provide city-wide police protection to Commander (Mayor).	Chief of Department Deputy Chief, Patrol Bureau

Command Element - cont'd.

POST - ATTACK

<u>Action</u>	<u>Assigned Responsibility</u>
o Initiate fallout monitoring activities.	Deputy Chief, Patrol Bureau Deputy Chief, Special Operations
o Schedule decontamination of facilities, as needed.	Deputy Chief, Admin. Deputy Chief, Tech. Services
o Coordinate decontamination activities with the Construction and Engineering Service, as needed.	Deputy Chief, Admin.
o Initiate and coordinate actions required to begin restoration and/or re-establishing of department facilities.	Deputy Chief, Admin.
o Disseminate attack warning to stations and field units.	Communications
o When warning procedures are completed, issue instructions on protection against Electro-magnetic Pulse (EMP).	Communications
o Warn or advise stations and field units if fallout is likely.	Communications

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Field Operations

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|--|--------------------|
| o Disseminate and/or supplement attack warning to public. | District Commander |
| o If a bright flash of light or other weapon effects are noted, observation should be reported, if possible to communications. Give approximate direction and time of observation. | District Commander |

Field Operations - cont'd.

POST - ATTACK

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Direct start of fallout monitoring.	District Commander
o If advised that fallout is likely, warn personnel and field units, if possible.	District Commander
o Verify situation in District and keep personnel advised of potential and developing fallout threat.	District Commander
o Report fallout monitoring readings, as made by District elements, to communications.	District Commander
o If District station becomes untenable because of fire threat, execute Remedial Movement Plan.	District Commander
o In coordination with Battalion Fire Chief, order evacuation of identified high-fire-risk facility within areas susceptible to mass fire potential; direct evacuees to move to relocation sites.	District Commander
o Search each facility to insure it is vacated, so marked, and performing rescue and first-aid, if possible.	District Commander
o Inform personnel at station of High Radiation (HIRAD) situation and provide radiation safety guidance.	District Commander
o If possible, ensure appropriate response and Support Services provide logistic support to station and field elements.	District Commander

Appendix C-10

EMERGENCY ACTION CHECKLIST RESPONSE TO PEACETIME/TECHNOLOGICAL INCIDENT

Command Element

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Alert key personnel to the situation.	Chief of Department
o Poll stations in potential danger area (i.e. downwind) to determine situation in the vicinity and the possibility for the need to relocate.	Chief of Department Deputy Chief, Patrol Bureau
o If the City Emergency Coordination Center is activated, ensure appropriate representatives report to the Center.	Chief of Department Deputy Chief, Patrol Bureau
o Ensure, if necessary, appointment of a Department Public Information Officer (PIO) for period of emergency; coordinate with Chief of Department, San Francisco Fire Department for release of information.	Chief of Department
o Coordinate response activities, as might be required, with Fire Department Deputy Chief, Operations.	Deputy Chief, Patrol Bureau
o In coordination with Fire Department Deputy Chief, Operations, coordinate evacuation of unsafe or endangered areas.	Deputy Chief, Patrol Bureau
o In coordination with Fire Department Deputy Chief, Operations, coordinate access controls, as deemed necessary.	Deputy Chief, Special Operations
o Ensure preparation and maintenance of police log of events and actions taken during emergency.	Deputy Chief, Admin.
o Prepare After-action report of emergency operations and submit to departments/agencies as directed.	Deputy Chief, Admin.

Command Element - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Determine location of Incident Command Post (CP) and notify District Commander.	Police Operations Center Communications
o Dispatch units, as requested, to incident site and to report to Incident Commander and/or District Commander - SFPD.	Communications
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<u>Field Operations</u>	
--- * --- * --- * --- * --- * --- * ---	
o Report to Incident Command Post (CP).	District Commander
o In response and in coordination with the Fire Department Incident Commander, direct and monitor population evacuation as might be required.	District Commander
o Prepare and maintain a log of police response events and actions taken during emergency.	District Commander
o Oversight police operations relative to the incident; keep Deputy Chief, Patrol Bureau advised of on-going situation.	District Commander
o Determine, in coordination with the Fire Department Incident Commander, if the use of aircraft will make hazardous conditions worse. If so, forward information to Deputy Chief, Patrol Bureau.	Event Commander
o In coordination with the Incident Commander, establish traffic and other controls to permit entry/re-entry to the area of the incident.	Commanding Officer Traffic Company (Enforc't & Invest'n)

Field Operations - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o As appropriate to the situation, ensure all personnel remain upwind or upstream and/or isolate the incident site as directed. This may require repositioning of personnel and equipment as conditions change.	Platoon Commander
o Direct designated emergency response elements to established staging area(s), and the incident CP as required.	Platoon Commander
o Assist, in coordination with the Incident Commander, in the warning dissemination and search and rescue operations, as required.	Platoon Commander
o In response to the Incident Commander, search (vacated) areas to ensure that all people have received warnings.	Platoon Commander
o Assist, as might be requested by the Commander, with the removal of the dead.	Platoon Commander
o Provide law enforcement and crowd control services at mass care facilities as might be activated. Coordinate with Red Cross representative in charge of facility.	Officer-in-Charge Personnel Section Utilizing Police Reserves.

Appendix C-11

EMERGENCY ACTION CHECKLIST RESPONSE TO EARTHQUAKE PREDICTION/ADVISORY

Command Element

<u>Action</u>	<u>Assigned Responsibility</u>
o As might be directed by Mayor or authorized representative, alert key staff personnel.	Chief of Department
o Establish a Department Command Center, as deemed necessary.	Chief of Department Deputy Chief, Patrol Bureau Commander, Tech. Services
o Report status of preparedness to Mayor.	Chief of Department
o Designate and be prepared to have an appropriate Department representative(s) report to the City Emergency Coordination Center, if activated.	Chief of Department
o Alert all stations and facilities to inspect facilities and initiate protective mitigation measures.	Deputy Chief, Special Operations Deputy Chief, Tech. Services Dep. Chief, Patrol Bur
o If a Department Command Center is established, ensure continuing contact is maintained by stations during the advisory period.	Deputy Chief, Patrol Bureau Commander, Tech. Services
o Ensure preparation and maintenance of log of events at Police Headquarters and at stations of actions taken during prediction/advisory period.	Deputy Chief, Admin.
o Coordinate need for emergency power at stations, in event of need, and if emergency power is not already available.	Deputy Chief, Admin. Commander, Tech. Services

Law Enforcement Service
Response to Earthquake
Prediction/Advisory

Command Element - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Establish a routine communications and reporting system as necessary to the situation.	Commander, Tech. Services Deputy Chief, Admin.
o Conduct general site inspections to assure good storage and protective measures have been initiated and are being used.	Deputy Chief, Patrol Bureau Deputy Chief, Admin.
o Develop plans and coordinate for damage assessment, in event of need, of facilities with Department of Public Works and Department of Electricity - radio.	Deputy Chief, Admin. Deputy Chief, Patrol Bureau
o Prepare After-action report of actions taken during the prediction/advisory period and submit to Departments/agencies as directed.	Deputy Chief, Admin.

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Field Operations

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o Report status of preparedness of District companies to Deputy Chief, Patrol Bureau.	District Commander District Commander
o Prepare and maintain log of events of actions taken during the advisory period.	District Commander
o Initiate protective mitigation measures in Departmental facilities.	District Commander
o If a Departmental Command Center is established, maintain continuing contact during period of advisory.	District Commander
o Conduct inspection of station(s) to check on protective mitigation measures completed.	District Commander
o Initiate inventory of on-hand supplies and determine what will be available if needed.	District Commander

EMERGENCY PLAN - ANNEX D MEDICAL OPERATIONS

Please send any corrections or additions to:
San Francisco Office of Emergency Services

Annex D

MEDICAL OPERATIONS

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Annex D

MEDICAL OPERATIONS

D.1 Introduction

This annex describes the basic concepts, policies and procedures for providing disaster medical care to persons during major natural disasters, technological incidents, and nuclear defense emergencies. The annex defines the Disaster Medical Care Organization and its responsibilities. This annex applies primarily to major area-wide disasters creating sufficient casualties to overwhelm the City and County of San Francisco medical response capabilities. Medical response plans for "point type" emergencies, such as transportation accidents involving multiple casualties will be made in accordance with the guideline(s) in Enclosure D-1, Multicasualty incident Plan.

D.2 Objectives

The overall objectives of disaster medical care operations will be to:

- o Minimize loss of life, subsequent disability, and human suffering by ensuring timely and coordinated medical assistance, to include evacuation of severely ill and injured patients.
- o Coordinate the application of medical facilities and the procurement, allocation, and distribution of medical personnel, supplies, communications, and other resources.
- o Provide a system for receipt and dissemination of information required for effective response to and recovery from the effects of a major disaster.

D.3 Concept of Operations

Disaster medical care activities during peacetime and nuclear defense emergencies will usually be associated with the periods and phases indicated below. Guidance for plans detailing operation concepts and emergency response actions associated with various types of emergencies are provided in Appendix D, Hazard-Specific Responses.

D.3.1 Pre-Emergency Period

The Pre-Emergency Period is divided into two phases as follows:

Normal Preparedness Phase

During this phase, emphasis will be placed on preparing supporting plans, Standing Operating Procedures (SOPs) and checklists detailing

Normal Preparedness Phase - cont'd.

the disposition of public and private medical resources in an emergency. Such plans and procedures will provide for coordination and communication channels with public and private agencies and individuals that normally operate independently. Resources listings will also be prepared and maintained current.

Increased Readiness Phase

This phase could begin upon receipt of an accredited earthquake prediction/advisory, a Tsunami warning, inundation warning, or a rapidly deteriorating international situation which could lead to a possible nuclear attack upon the United States. Increased readiness actions will include reviewing and updating plans, SOPs and resource information, ensuring that facilities and equipment are in a state of readiness, alerting of resource suppliers and emergency personnel and other measures to increase capabilities to accomplish emergency missions.

D.3.2 Emergency Period

The Emergency Period is divided into three phases as follows:

Pre-Impact Phase

Most actions to be accomplished during this phase would be precautionary and would be centered around taking appropriate countermeasures to protect people should the City be impacted by an event such as a slow-rise inundation situation, a health endangering hazardous material incident, or nuclear attack. If City plans for moving persons from threatened areas are placed into effect, medical personnel will implement plans for moving persons in hospitals and nursing homes within the threatened area to facilities in reception areas. Hospitals will consider discharging ambulatory patients to facilitate an evacuation of the facility and will seek to ensure the safety of patients whose illnesses and injuries preclude evacuation.

Immediate Impact Phase

Actions taken during this phase will be concentrated on the well-being of people impacted by an event. Examples of such events are: a major earthquake, large explosion, inundation, a release of hazardous materials, or a nuclear attack. Priority activities will include providing disaster medical care to injured persons and/or continuing medical care to patients relocated to facilities in reception areas.

Immediate Impact Phase - cont'd.

Persons requiring medical assistance will be treated at local facilities insofar as possible. Medical personnel and supplies will be transported to the affected area as rapidly as feasible to provide assistance. If facilities within the City and County of San Francisco are unable to adequately accommodate patients due to the large number of casualties or damage to local facilities, it will be necessary to move patients to suitable facilities elsewhere.

Casualties will be treated and transported in accordance with the guidelines outlined in Enclosure D-2, Disaster Triage Procedures.

Sustained Emergency Phase

As early lifesaving and property-protecting actions continue, attention can be given to other priority activities during this phase, such as assuring that hospital and nursing home patients receive continuing care, that other persons relocated to mass care facilities receive medical care, and that continuing day to day medical emergencies are met.

D.3.3 Post-Emergency Period (Recovery) D.3.3

Priorities during this period will be focused on continuing to provide essential medical care services, and assisting in recovery operations and restoration of the City's medical care delivery capacity.

D.4 Organization and Responsibilities

D.4.1 City and County of San Francisco

City Disaster Medical Coordinator (See D.4.2)

San Francisco is both a City and a County and is designated as an Operational Area. The Operational Area Disaster Medical Coordinator is also the City Disaster Medical Coordinator. Therefore, the Functions of these two positions have been combined and are found under SECTION D.4.2.

The City disaster medical response will be supported by the following organizations:

American Red Cross (ARC)

Under its charter, the ARC provides supplementary medical and nursing

D.4.1 City and County of San Francisco - cont'd.

care in Red Cross shelters and other health services upon request and within limited capabilities.

Professional Medical Service Personnel

Provides emergency medical care services in accordance with City plans and the California Emergency Plan, emphasizing mutual aid response.

Other Agencies and Volunteer Organizations

- o Provides first-aid, and pre-emergency disaster medical care training.
- o Provides, in coordination with City health authorities, manpower to establish and staff Emergency First Aid Stations.
- o Provides first-aid treatment, litter bearers, and other ancillary medical assistance, including, but not limited to, medical care transport services and essential supplies according to City plans and under City direction.
- o Provides for feeding of medical personnel.

A listing of organizations locally available to support disaster medical care operations is provided in Enclosure D-3, Supporting Organizations and Responsibilities.

D.4.2 Operational Area (City & County of San Francisco)

The Operational Area Disaster Medical Coordinator (Director, Department of Public Health, or designee) will direct the city-wide disaster medical care program or by prior agreement, support a multi-county emergency medical services program adapted for disaster purposes. Responsibilities at the Operational Area level include, but are not limited to:

- o Coordinating disaster medical care operations within the City and County of San Francisco.
- o Coordinating the procurement and allocation of critical public and private medical and other resources required to support disaster medical care operations in affected areas.
- o Coordinating the means and actual transportation of casualties and medical resources to health care facilities including Casualty Collection Points (CCPs) within the City and to, or from other areas as requested.
- o Coordinating the relocation of patients from damaged or untenable health care facilities.
- o Responding to requests from the Regional Disaster Medical/Health Coordinator (RDMHC - State Region 2) to provide disaster medical care assistance, as conditions permit.

D.4.2 Operational Area (City & County of San Francisco) - cont'd.

- o Developing and maintaining a capability for identifying medical resources, transportation, and communication services within the City.
- o Maintaining liaison with the Golden Gate Chapter, American Red Cross, volunteer service agencies, and such representatives within the City as may be designated.
- o Maintaining liaison with City Departments for other relevant emergency functions such as: fire and rescue; law enforcement and traffic control; transportation; care and shelter; communications etc.
- o Ensuring that the existing City medical care system for day to day emergencies is augmented in the event of disaster requiring utilization of medical mutual aid resources.
- o Communicating with the State Region 2 Disaster Medical/Health Coordinator on matters requiring assistance from other counties, state or federal governments.
- o Coordinating the activities of his/her staff or agents who perform these duties on a district/municipal basis.

D.4.3 Mutual Aid Region 2

The Regional Disaster Medical/Health Coordinator will:

- o Coordinate the acquisition and allocation of critical public and private medical and other resources required to support disaster medical care operations in the City.
- o Coordinate medical resources in unaffected counties in the Region for acceptance of casualties.
- o Request assistance from the Emergency Medical Services Authority (EMSA) and/or State Department of Health Services (DHS) as needed.

D.4.4 State

The following state agencies will be responsible for providing the disaster medical care services:

Emergency Medical Services Authority (EMSA)

The EMSA Director (State Disaster Medical Coordinator) will, in coordination with the State Department of Health Services and OES, be responsible for:

- o Coordinating state emergency medical response.
- o Allocating medical resources, both public and private, from outside the City.

D.4.4 State - cont'd.

- o Authorizing emergency travel and related expenditures and allied personnel, both public and private.
- o Responding to requests for emergency medical assistance from the Regional Disaster Medical and Health Coordinator and/or County Health Officer.
- o Coordinating the evacuation of injured persons to medical facilities statewide using all available ground and air transportation resources.
- o Assisting local government to develop effective disaster response plans.
- o Assisting local government to restore essential emergency medical services.

Department of Health Services

- o Provides staff support to the EMSA in disasters resulting in mass casualties.
- o Provides staff support to the Joint Medical/Health Emergency Operations Center in Sacramento including: medical personnel unit facilities liaison unit; and medical supplies unit.
- o Staffs various administrative functions including: record keeping finance, transportation liaison, communications and medical personnel.

Military Department

Provides, as directed by the Governor at the request of OES:

- o Medical support for the emergency field treatment of casualties.
- o Evacuation of casualties to appropriate disaster medical facilities as required.
- o Emergency medical care and treatment.
- o Communication and logistics support for medical response.

Other State Agencies

- o Department of Finance.
- o Department of Forestry.
- o Department of General Services.
- o Department of Youth Authority.
- o California Conservation Corps.
- o Department of Social Services.

D.4.5 Federal

Federal agencies operating under their own statutory authority may render direct assistance; however, following a Presidential Declaration, the Federal Emergency Management Agency (FEMA) will coordinate the federal response system supporting emergency medical needs resulting from disasters. FEMA will be supported by the Sixth U.S. Army Headquarters, the Department of Health and Human Services, and the department of Defense.

As state shortfalls occur, federal agencies will make their resources available to support state/City medical response efforts.

D.4.6 Business and Industry

Businesses and industries with personnel and resources needed to meet emergency medical requirements will be incorporated into the City emergency organization.

D.5 Policies and Procedures

D.5.1 Managing Disaster Medical Care Operations

Overall management of the City's disaster medical care operation will be the responsibility of the Director, Department of Public Health who will be supported by: rescue teams provided under the direction of the San Francisco Fire Department; paramedics and emergency medical services personnel. Expedient medical care and first aid services for injured persons will be provided through a network of medical care facilities and first aid stations operated under the direction of the City's Public Health Department and supported by private sector medical personnel. Intra-county hospital services will be coordinated by the Director, Department of Public Health, City and County of San Francisco, with inter-county hospital services coordinated by the duly appointed Regional Disaster Medical/Health Coordinator (RDMHC).

In the event City medical resources are unable to meet the medical needs of disaster victims, the Director, San Francisco Department of Public Health may request assistance from neighboring counties/jurisdictions through the RDMHC or DES Region 2 Office. The RDMHC will coordinate the provision of medical resources to the City and the distribution of casualties to unaffected areas as conditions permit. If a state response is indicated, the functions of the Region 2 RDMHC will be subsumed under the overall state medical response.

D.5.2 Reconnaissance and Information

The following information will be required for managing disaster medical operations:

- o The number, by triage category, and location of casualties.
- o The location and helicopter accessibility of CCPs.
- o Land route information to determine which CCPs may be evacuated by ground transportation.
- o The resource needs of the City.
- o Location, capabilities, and patient evacuation needs of operational medical facilities in the City.

Information will be consolidated for the City and County of San Francisco and provided to the Regional Disaster Medical/Health Coordinator (RDMHC) who will transmit it to the Emergency Medical Services Authority (EMSA) Staff at the State Operations Center (SOC). In the event the RDMHC is unable to function, the EMSA will coordinate directly with the City (Director Department of Public Health).

D.5.3 Transportation of Casualties

Transportation of the injured to City medical facilities, CCPs, and from damaged to operational medical facilities, will primarily be the responsibility of City government. In the event that available ambulances are not sufficient, expedient means of transporting minimally injured casualties maybe required including the use of buses, trucks, and automobiles. To the extent feasible and consistent with triage priorities, patients requiring immediate transportation will have priority for ambulance transportation with other transportation used for less seriously injured.

Mutual aid channels will be used for requesting additional medical transportation resources if local resources are insufficient.

Casualty transportation resources will be in great demand; therefore, it is vital that casualties be transported on the basis of medical triage priorities.

D.5.4 Special Disaster Medical Operations and Procedures

A major regional disaster creating mass casualties that overwhelm City capabilities (Level III disaster) will require activation of disaster medical operations not normally used in emergency medical care. These special operations include Casualty Collection Points (CCPs) and a Disaster Support Area (DSA). Predesignated sites for these operations are in Part Three, Operational Data.

D.5.4 Special Disaster Medical Operations and Procedures - cont'd.

Policies and procedures are provided in the following enclosures:

- Enclosure D-4, Casualty Collection Point Operations.
- Enclosure D-5, Disaster Support Area (DSA) Medical Operations
- Enclosure D-7, Casualty Care Facilities.

D.5.5 Medical Resources

The resources of medical personnel, supplies and equipment are discussed in Enclosure D-6, Medical Resources.

Enclosure D-1

SAN FRANCISCO EMERGENCY MEDICAL SERVICE

MULTI-CASUALTY INCIDENT PLAN

The Multi-casualty Incident Plan (EMS Agency Policy Reference #400) is published as an entirely separate document.

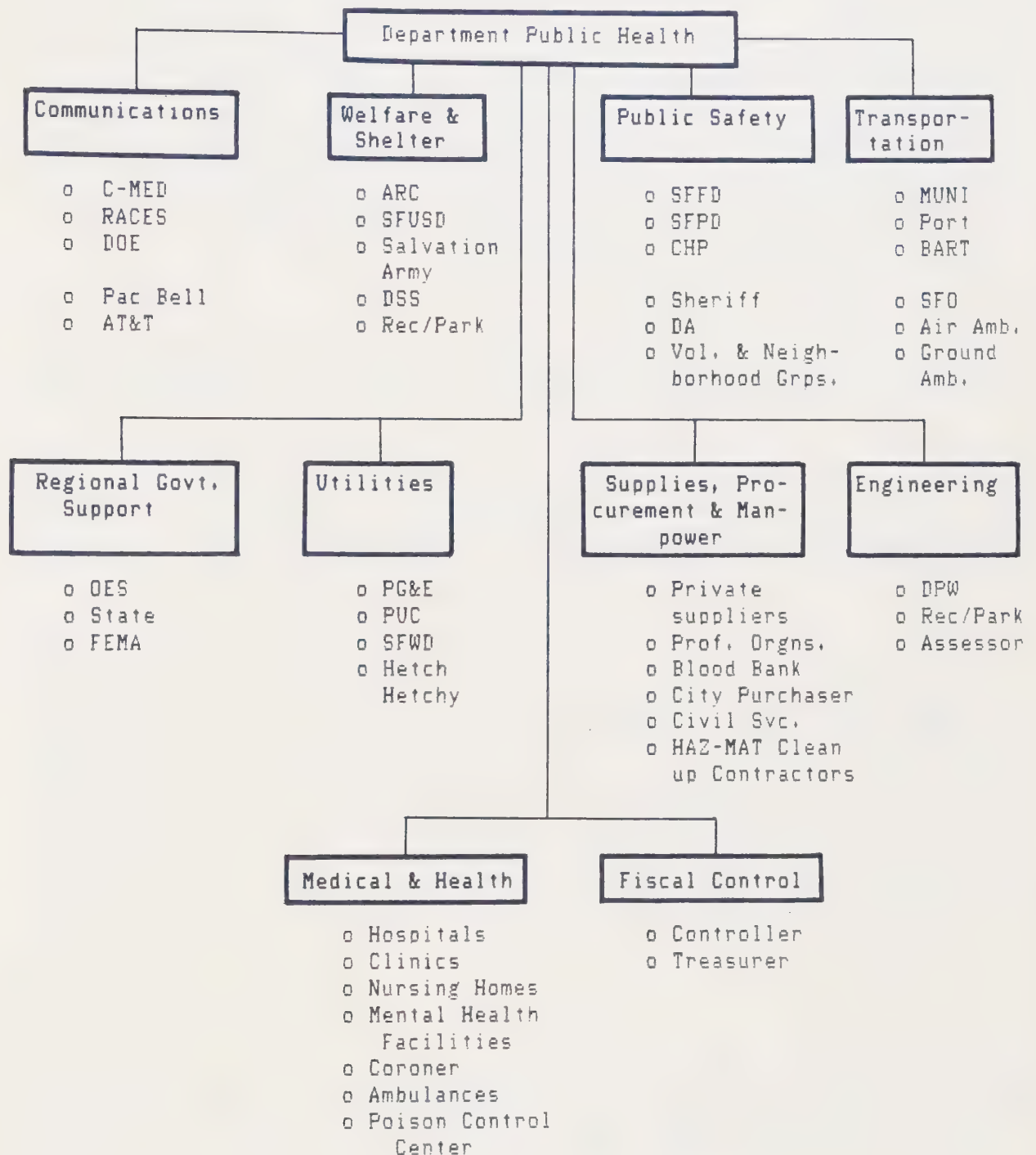
DISASTER TRIAGE PROCEDURE

During disaster situations producing mass casualties which tax or overwhelm available local medical resources, it may be necessary to use unusual techniques to provide the most effective aid. Under such conditions, the rule of "the greatest good for the greatest number" will be the guiding principle. The START (Simple Triage and Rapid Treatment) system will be utilized for this purpose.

Initial disaster medical-care triage procedures should be initiated at disaster sites and disaster medical care facilities in accordance with the following guidelines:

1. Priority I - Immediate transport. First priority casualties are those that have life-threatening injuries that are readily correctable. For purposes of priority for dispatch to hospital however, a second sorting or review may be necessary so only those "transportable" cases are taken early. Some will require extensive stabilization at the scene before transport may be safely undertaken.
2. Priority II - Delayed transport casualties are all those whose therapy may be delayed without significant threat to life or limb and those for whom extensive or highly sophisticated procedures are necessary to sustain life (this latter group are likely to have a poor chance for survival even with the best of care). (Note: The delayed category now includes those classified delayed and those classified expectant or pending in the army triage system and on the Department of Health and Human Services Triage Card.)
3. Casualties requiring minimal care will not be tagged, or registered. They will not be given professional level care and will not be admitted to hospitals. They will be sent from the incident scene in order to reduce confusion unless they are needed to assist as litter bearers or first aiders.
4. The dead will be identified by an "X" on the forehead or covered with marked material. Professional opinion will be sought where needed. They will be completely covered with a sheet, blanket or other available opaque material. They should be moved out of the immediate casualty sorting area by the Coroner as soon as practical
5. Panic-stricken persons, or those acutely distressed, who might interfere with casualty handling, should be isolated from the incident scene as soon as possible. On-site crisis counselors or mental health professionals, if available, can provide support, comfort and containment.

SUPPORTING ORGANIZATIONS & RESPONSIBILITIES



CASUALTY COLLECTION POINT OPERATIONS

1. Purpose

The purpose of this section is to provide guidance to local authorities for the designation, activation and operation of Casualty Collection Points (CCPs). Since CCPs will be the principal state/local operational response to a catastrophe, inter-jurisdictional consistency in CCP operations is important.

2. General

CCPs, as defined by the State, are sites predesignated by County officials for the congregation, triage, austere medical treatment and stabilization for evacuation of casualties during a major disaster.

In San Francisco CCPs differ from the statewide concept. Given the large number of hospitals in San Francisco's 49 square miles and the highly urban nature of the City, the hospitals will serve as the primary sites of casualty care. CCPs will be activated if there is a need for patient evacuation and/or if the hospitals are unable to manage the volume of casualties.

CCPs will be utilized to provide only the most austere medical treatment directed primarily to the moderately/severely injured or ill who will require later definitive care and have a substantial probability of surviving until they are evacuated to other medical facilities. CCPs should not be viewed as first aid stations for the minimally injured, although provisions may be made to refer them to a nearby site for first aid. Nor should CCPs be viewed as only short-term staging areas because evacuation of casualties from the CCP may be delayed due to limited availability of transportation. Given the uncertainty of the flow of casualties, the availability of supplies and personnel and the timeliness and rate of casualty evacuation, managers of CCPs must be cautious in the allocation of resources (especially during the first twenty-four hours of operation).

3. Designation of CCPs

The designation, establishment, organization and operation of CCPs is the responsibility of the City and County of San Francisco. Regional and State resources will be available to re-supply and augment CCP operations, but are generally unavailable to activate a CCP during the initial response phase. Counties should designate two categories of CCPs:

- o Category A CCPs are those the County is reasonably sure it will activate in case of major disaster involving mass casualties, where hospitals

3. Designation of CCPs - cont'd.

are unable to manage the numbers of casualties or patient evacuation is required. The locations of Category A CCPs should be known before a disaster occurs by the local and state responders responsible for their activation and management. Locations of Category A CCPs will not be publicized before a disaster occurs, since hospitals are the first-line casualty care sites.

- o Casualty B CCPs are those which may be activated depending on the number and location of casualties, the resources available and their accessibility. Category B CCPs are less likely to be activated than those in Category A. The location of Category B CCPs should be known to local and state responders; their locations will be publicized to the community before a disaster occurs.

If a large number of casualties occur in an area distant from any hospital or activated CCP, local officials may need to set up a new CCP near the pocket of casualties and notify the local and state responders and the public, as appropriate, of its location.

In selecting CCP locations, consideration should be given to: proximity to areas which are most likely to have large numbers of casualties; distribution of locations in potential high-risk areas throughout the affected area; ease of access for staff, supplies and casualties; ease of evacuation by air or land; and the ability to secure the area.

4. Medical Care

Medical resources at CCPs should be oriented towards stabilization for transport and relieving suffering. Supplies, personnel and conditions will not usually allow definitive care of even minor or moderate injuries. Care should ordinarily be limited to:

- o Arrest of significant bleeding.
- o Splinting of fractures.
- o Maintenance or improvement of hemodynamic conditions by intravenous solution.
- o Treatment of severe respiratory conditions.
- o Pain relief.

5. CCP Operations

The flow of casualties into a CCP is unpredictable depending on its distance from casualties, the success of public information efforts, its

5. CCP Operations - cont'd.

accessibility, the pace of search and rescue operations and the ability of hospitals to manage casualties.

- o If delay is lengthy, reconsideration of triage of the seriously injured and a higher level of prehospital care at CCPs may be needed.
- o Supplies from outside the disaster area to the CCPs may be delayed.
- o Water, power and other resources may be scarce, limiting the type of medical treatment feasible at a CCP.
- o Inclement weather and other atmospheric conditions may hinder helicopter delivery of personnel and supplies and evacuation of casualties.

Fire and police agencies and the public, as appropriate, will be notified by city officials of the location of functioning CCPs.

Status reports will be made by each CCP to the Director of Public Health describing: numbers and triage category of casualties, medical supply needs, personnel status and needs and accessibility by helicopter and ground transportation.

Patient tracking will begin at CCPs, using a Patient tracking Tag which will be attached to the patient during triage operations. This tag will remain with the patient until the final medical treatment facility is reached.

Attachment A

SAN FRANCISCO CASUALTY COLLECTION POINTS

Casualty Collection Points - Category A

Crissy Field - Presidio of San Francisco,
Fort Mason - Golden Gate National Recreation Area,
Marina Green,
Open Area - Geary Blvd., Lyon St., O'Farrell St., Masonic Ave.
Golden Gate Park Big Rec. Ball Field, South Drive & 7th Ave.
Harding Park Golf Course, Lake Merced Blvd.
McLaren Park Golf Course, Sunnysdale Ave.

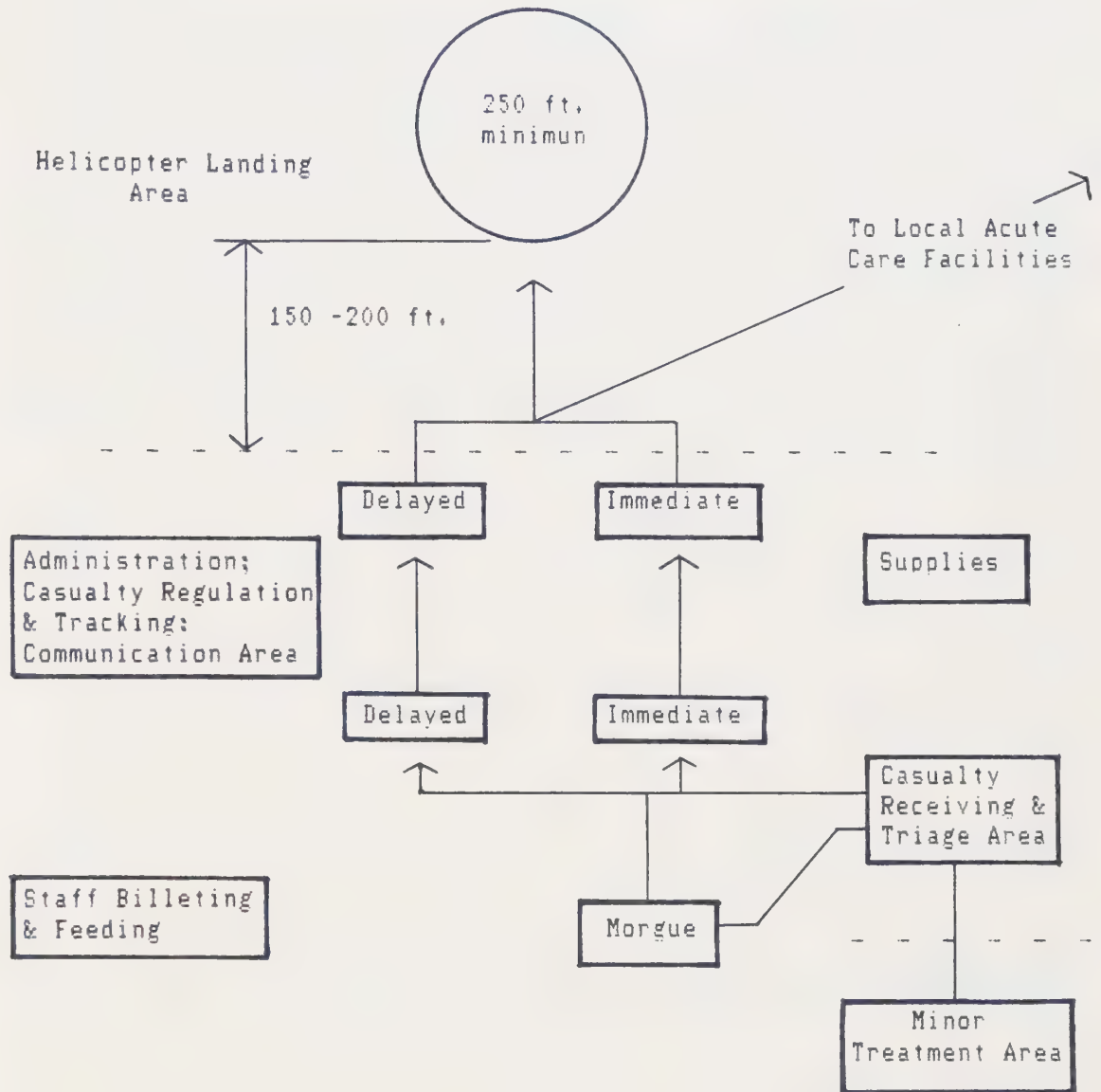
Casualty Collection Points - Category B

Letterman Army Medical Center - Presidio of San Francisco,
University of San Francisco, Fulton St. & Parker Ave.
Golden Gate Park Polo Field,
Sunset Playground, Quintara St. between 39th & 41st Avenues,
Sunset Recreation Center, 28th Ave. & Lawton St.
Laguna Honda Hospital, 375 Laguna Honda Blvd.
Duboce Park, Duboce Ave. between Scott & Steiner Sts.
Rolph Playground, Army St. & Potrero Ave.
SF State University Athletic Field (opposite Harding Park),
Crocker Amazon Playground, Geneva Ave. & Moscow,
Candlestick Park, Bayshore Freeway & County Line.

Resource: Department of Public Health

Attachment B

CASUALTY COLLECTION POINT ARRANGEMENT



Source: Casualty Collection Point Emergency Medical Care Plan, Emergency Medical Services Authority, February 1985.

DISASTER SUPPORT AREA (DSA) MEDICAL OPERATIONS

1. The DSA will serve as a medical staging area through which casualties requiring hospitalization for substantial care are transported for dispersal to medical facilities in uninvolved areas. Management of the DSA is a state responsibility. Travis Air Force Base is the DSA for the City & County of San Francisco. A "Leap Frog" concept will be used in evacuating casualties and providing mutual aid resources. Under this concept, casualties will be evacuated from Casualty Collection Points (CCPs) in the affected area to the DSA, then to a more distant medical facility for definitive care. Human and material resources will then be transported from the DSA to the affected area on the return trip. The movement of casualties and resources will be coordinated with all appropriate levels of government and medical response and emergency medical agencies in the affected area by the State Disaster Medical Coordinator (Director, EMSA). In general, only minimal medical stabilization services aimed at preserving life will be performed at the DSA.
2. Medical function responsibilities at the DSA include:
 - o Planning the organization and layout of the medical section of the DSA.
 - o Establishing procedures for patient flow.
 - o Directing the establishment of the medical site and implementation of patient care procedures.
 - o Providing orientation for personnel staffing the DSA medical function.
3. The DSA will also serve as the site for the receipt, storage and disbursement of medical resources into unaffected areas.
4. Satellite medical operations (medical DSAs) may be created by the Emergency Medical Services Authority (EMSA) at other locations depending on the location of large pockets of casualties and the amount of responding resources available.
5. Organization and Support Personnel

Physicians and other licensed medical personnel arriving at the DSA shall sign a log sheet listing their name, specialty and license number. Medical personnel shall carry proof of licensure with them. This information will be used by the Disaster Medical Coordinator to organize medical assistance teams with appropriate skills. Each team shall consist of:

- o Two physicians with specialties in emergency medicine, surgery,

5. Organization and Support Personnel - Cont'd.

- o orthopedics, family practice, internal medicine or gynecology,
- o Four registered nurses,
- o Two physician's assistants or nurse practitioners. (May substitute RN's or paramedical personnel, if necessary.)
- o One medical assistance personnel (dentist, veterinarian, etc.)
- o Four LVNs or aides,
- o Two clerks,

As soon as medical personnel arrive at the DSA, they will be provided with orientation material e.g. disaster tags, triage and austere medical care guidelines. Private sector medical personnel will be integrated with CNG Medical Brigade operations at the DSA.

6. Movement of Resources

Transportation for personnel and equipment from other areas of the State to the DSA will be coordinated by the State Office of Emergency Services.

Most medical supplies and support equipment supplied by the Federal government will probably originate from Dept. of Defense Logistic Supply Depots and the Veterans Administration. Initial transport of supplies will be accomplished by the military; later transport may be supplemented by the private sector.

Open market purchased resources will be delivered by the supplier. If the supplier is unable to transport, transportation will be requested through the DSA.

If land routes are open between San Francisco and the DSA (or other definitive or intermediate care), trucks and buses will be used to transport large numbers of casualties. However, ambulances from unaffected areas will be primarily needed for the transport of casualties from the receiving sites in reception areas to definitive care facilities. Regional Disaster Medical Coordinators (RDMCs) will request assistance and coordinate ambulance activity.

Transportation resource options include:

- o Commercial trucks and buses,
- o CNG and US Armed Forces helicopters and trucks,
- o Private and public ambulance companies
- o Water transport,

ROLE OF THE IRWIN MEMORIAL BLOOD BANK

1. Background

- o There are 4 blood banking systems - the American Association of Blood Banks, American Red Cross, Blood Systems and the U.S. Military. Irwin is part of the American Association of Blood Banks.
- o Irwin Memorial Blood Bank is the sole supplier of blood products to San Francisco hospitals and to 7 other northern California counties. It has reciprocal arrangements with the Red Cross and the military, and does augment the military supply.
- o Irwin is a 24 hour a day, 7 day a week distribution facility. It has an 8 AM - 8 PM, Monday through Friday blood drawing capability.
- o Irwin has 3 mobile units. 2 have the capacity for drawing 50+ units each. 1 mobile unit has the capacity for drawing 100 units; this unit also has refrigeration capability but needs an electrical hook-up to operate. These units are not self-contained and therefore need sites where they can set up. The larger unit must be driven by someone with a chauffeur's license. The other trucks can be driven by persons with a regular license.
- o There are also 2 fixed blood drawing sites - one at Turk & Masonic and the other downtown on Montgomery St. Seismic safety of these structures is unknown. Irwin does not have provisions for relocation at this time.
- o The only blood processing labs for Irwin in northern California are in Redding, CA, and at Irwin Blood Bank at Turk & Masonic.
- o Staff of Irwin Blood Bank is multidisciplinary and includes 3 staff MDs, RNs, LVNs, medical technologists, medical assistants, nurses aides, etc. Frequently staff works off site. Approximately 50% of the 200 staff are residents of San Francisco.

2. Planning Factors

- o Irwin has enough equipment in stock to draw 10,000 units of blood. San Francisco hospitals have no supplies for drawing blood.
- o Average daily use of blood products includes: 350 units of RBCs, 250 units of platelets, 40 fresh frozen plasma and 10 cryoprecipitate. Irwin has limited supplies of serum albumin, PPF and Clotting Factors 8 & 9.

2. Planning Factors - cont'd.

- o It takes a minimum of 4 hours to process blood and test for viruses, etc. Most testing is automated. There is some manual back-up in the event of power failure.
- o It is more efficient to process components than to distribute whole blood. The 3 most critical components are RBCs, plasma and platelets.
- o Irwin has a VERY LIMITED capability to type and screen or to cross-match blood. Hospitals will be expected to do their own crossmatching, as they currently do.
- o San Francisco is the oncology center for northern California. In addition to disaster victims, there are many people who will need to continue blood product therapy in order to survive. These patients may have to depend on sources other than Irwin for their blood products, i.e. they may have to be evacuated to continue the necessary therapy.
- o The Blood Bank has a vehicle fleet as follows:
 - 5 vans (2 passenger and 3 for blood delivery)
 - 3 station wagons
 - 3 mobile unit trucks
- o Irwin must have about 800 lbs. of wet ice and 200 lbs. of dry ice per day. There are few ice houses in San Francisco and ice is expected to be a critical factor in Irwin's disaster operations.
- o Irwin has 2 emergency generators at Turk & Masonic but both use natural gas. If natural gas lines are severed, Irwin will be without emergency power.
- o Irwin has telephones and a HEAR radio for communications.

3. Management of Blood Product Resources

- o Irwin Memorial Blood Bank will activate its own disaster plan consistent with plans developed by the California Blood Banking system and in coordination with the Emergency Operations Plan of the City and County of San Francisco.
- o The current Director of the Irwin Memorial Blood Bank or his designee shall supervise and coordinate all post-disaster activities concerned with the procurement, storage and distribution of blood supplies with the City and County of San Francisco. He/she will report to the Medical Command Post and be responsible to the City Director of Health or designee.

3. Management of Blood Product Resources - cont'd.

- o Hospitals will direct requests for blood products to the City Medical Command Post.
- o The Director of Health or designee shall allocate blood resources. The Director of Health or designee may delegate the responsibility of blood resource allocation to the Director of the Blood Bank or designee.
- o If current or anticipated needs (both San Francisco and from the rest of Irwin's service area) exceed the capacity of the Blood Bank to supply, the Director of Health shall be notified. Multijurisdictional requests may be forwarded to a regional level (State DES Region 2) for resolution.
- o Communications with the City Medical Command Post and the ECC are, therefore, essential and will be accomplished by HEAR radio, runner, or RACES if possible. Irwin will assign staff to monitor communications.
- o Irwin will rely on receiving processed (tested) blood products from jurisdictions not affected by the disaster. Every attempt will be made to distribute only processed blood products.
- o Irwin shall be responsible for pre-disaster planning and organization of facilities, personnel, supplies etc., needed to carry out its responsibilities. Policies and procedures will be developed for prioritizing blood product requests and for allocating blood resources during a disaster.
- o Hospitals will be expected to continue to do their own type & screen or cross matching, since Irwin has this capacity only on a very limited scale.

CASUALTY CARE FACILITIES

ROLE OF HEALTH CENTERS & CITY CLINIC

1. Background

- o The Health Centers and City Clinic are an 8-5, Monday through Friday operation.
- o The staff of these facilities is multidisciplinary and includes professionals and paraprofessionals. Staff includes dentists, epidemiologists, audiologists, public health nurses, physicians, managers of the WIC program, etc. Environmental Health inspectors are also housed at these sites. Physicians are generally part-time.
- o Staff either works on site or uses the Health Center/City Clinic as a base for field operations.
- o The focus of day-to-day operations is on disease prevention and health education - not on acute care and injury.
- o Supplies needed for first aid and acute care are not used at the Health Centers or City Clinic on a daily basis. These sites also do not have the space to store supplies for future use.
- o The Health Centers and City Clinic have essentially no linen or drug supplies, with the exception of immunization materials, contraceptives and drugs to treat sexually transmitted diseases.
- o There are caches of first aid supplies available in the City. Generally, these are of WWII vintage and very limited in quantity.
- o There are no acute care facilities in Fire District 9. Health Center #3 is located in District 10 but could serve part of District 9 because it is situated near the boundary line.
- o Health Center #5 is located in Fire District 8, along with Shriner's Hospital. This is a large zone and a significant physical distance separates these two sites.
- o Other than telephones, the Health Centers each have a portable radio capable of communicating on Med Channels 9 & 10 (Cord I & II). City Clinic has no radio capability, but is on the pager system. It is expected that Cord I & II will be overwhelmed with traffic in a large scale disaster.
- o Since a disaster may occur when the City Clinic and Health Centers are not open, they should play a secondary role in casualty management. Given the shortage of supplies, operating hours, etc., the City Clinic and Health Centers are best suited to supporting the primary casualty care facility operation. They could do this by providing first aid.

2. Management

- o Primary Casualty Care Facilities should be those which provide acute patient care services on a 24 hour a day, 7 day a week basis.
- o The Health Centers and City Clinic could be used as bases for a public outreach program. Teams could canvass areas on a house to house basis to provide pertinent public health instructions, inspections, etc.
- o Official activation of the Health Centers will be done by the Medical Command Post or City Emergency Coordination Center. However, the Health Centers will take care of people as needed or as they show up.
- o Health Centers #3 and #5 should be targeted as the first to open since they are located in areas where medical care is least available.
- o The Health Centers/City Clinic could be staging areas for public health personnel pools.
- o Health Centers/City Clinic will establish communications with the nearest Fire District Battalion Station. If unable to communicate by radio, runners will be used.
- o Private clinics that participate in the medical disaster response plan should also have a supportive role in casualty management, i.e. providing first aid and disseminating information important to public health and safety.

Attachment A

CASUALTY CARE FACILITIES

DISTRICT 1: AREA: North Beach, Chinatown, Financial District.
HEADQUARTERS: Firehouse, 1340 Powell (nr. Pacific)
MASS CARE: Francisco Middle School, 2190 Powell at
Francisco.
HOSPITALS: Chinese Hospital, 835 Jackson St.
St. Francis Memorial Hosp. 900 Hyde St.
FIRST AID: Public Health Center #4, 1490 Mason St.

DISTRICT 2: AREA: Civic Center, Inner Mission.
HEADQUARTERS: Firehouse, 109 Oak St. at Franklin.
MASS CARE: Civic Auditorium and Brooks Hall.
HOSPITALS: None.
FIRST AID: Central Aid Station, 50 Ivy St.
North of Market Sr. Center, 333 Turk St.

DISTRICT 3: AREA: South of Market, Potrero Hill, So. Waterfront
HEADQUARTERS: Firehouse, 36 Bluxome St.
MASS CARE: Moscone Convention Center, Howard at 4th St.
Potrero Hill Middle School, 655 DeHaro st.
HOSPITALS: None
FIRST AID: South of Market Health Center, 551 Minna St

DISTRICT 4: AREA: Pacific Heights, Marina, Japantown.,
HEADQUARTERS: Firehouse, 2150 California at Laguna.
MASS CARE: Marina Middle School, 3500 Fillmore at Bay.
HOSPITALS: Presbyterian Medical Center, 2333 Buchanan.
Mt. Zion Hospital, 1600 Divisadero St.
Marshall Hale Mem. Hosp., 3773 Sacramento.
FIRST AID: Garden Sullivan Hospital, 2750 Geary Blvd.

DISTRICT 5: AREA: Western Addition, Haight-Ashbury.
HEADQUARTERS: Firehouse, 1443 Grove St., nr. Baker.
MASS CARE: University of SF, Golden Gate Ave. (west of
Parker).
HOSPITALS: Kaiser Hospital, 2425 Geary Blvd.
UC Medical Center, 3rd & Parnassus.
St. Mary's Hosp. & Med. Ctr., 450 Stanyan.
Ralph K. Davies Hosp., Duboce & Castro Sts.
FIRST AID: Langley Porter Institute, 401 Parnassus.
Public Health Center #2, 1301 Pierce St.

Casualty Care Facilities - cont'd.

DISTRICT 6: AREA: Mission, Noe Valley, Diamond Heights, Glen Park
HEADQUARTERS: Firehouse, 3880 26th St (nr. Church),
MASS CARE: James Lick Middle School, 1220 Noe St.
HOSPITALS: St. Luke's Hospital, 3555 Army St.
FIRST AID: Public Health Center #1, 3850 17th St.

DISTRICT 7: AREA: Richmond and Seacliff.
HEADQUARTERS: Firehouse, 441 12th Ave. (bet. Geary & Anza),
MASS CARE: George Washington HS, 32nd Ave. & Anza.
HOSPITALS: VA Hospital (Ft. Miley), 42nd & Clement,
French Hospital, 6th Ave. & Geary Blvd.
Children's Hospital, 3700 California St.

DISTRICT 8: AREA: Sunset.
HEADQUARTERS: Firehouse, 2155 18th Ave. (nr. Rivera),
MASS CARE: Abraham Lincoln HS, 2162 24th Ave.
HOSPITALS: None
FIRST AID: Public Health Center #5, 1351 24th Ave.
Laguna Honda Hospital, 375 Laguna Honda Blvd.
Shriner's Hospital, 19th Ave. & Moraga.
SF State University, Student Health Center

DISTRICT 9: AREA: Outer Mission, Park Merced
HEADQUARTERS: Firehouse, 1000 Ocean Ave. at Phelan.
MASS CARE: James Denman Middle School, 241 Oneida St.
HOSPITALS: Seton Medical Center, 1900 Sullivan Ave.,
Daly City
FIRST AID: None

DISTRICT 10: AREA: Bayview, Hunters Point, Visitation Valley
HEADQUARTERS: Firehouse, 2245 Jerrold Ave.
MASS CARE: Pelton Middle School, Conklin & Silver Ave.
Woodrow Wilson HS, 400 Mansell
HOSPITALS: San Francisco General Hospital, 1001 Potrero
at 22nd St.
FIRST AID: Public Health Center #3, 1525 Silver Ave.
Potrero Hill Center, 1050 Wisconsin
S.E. Health Center, 2401 Keith St.

MEDICAL COMMAND POST (CP) STRUCTURE

1. General

The organization of the Department of Public Health response is based on the coordinated use of all existing medical care and public health personnel, facilities, equipment and supplies with the City and County San Francisco. Those private agencies whose functions logically support the medical and public health professions will be integrated and utilized as necessary.

Organizational assignments of personnel and agencies are as nearly compatible with day-to-day operations and occupations as possible. The Department of Public Health organizational chart is the document upon which the command structure of the disaster response is based.

Liaison with community and professional organizations has been established and will be maintained.

2. Assignment Responsibility

The Health Department is required to staff the City Emergency Coordination Center (ECC), its own Medical Command Post (CP) and each of the ten Fire Emergency Response District Headquarters with personnel.

Health Department representatives to each Emergency Response District Headquarters include one Environmental Health Inspector and one City Paramedic. Their primary function is to gather intelligence and relay information and needs. Depending on the presence or absence of governmental structure and the level of decision-making required at the Emergency Response District Headquarters, the Health Department may consider sending more senior personnel to each district headquarters.

The Director of Health will staff the Emergency Coordination Center (ECC).

The Medical Command Post (CP) will serve as the site for Health Department operations. It will be staffed by Health Department division heads and their staffs and appointed representatives from professional community societies or organizations.

Attachment A

DESIGNATED MEDICAL COMMAND POST (CP) SITES

1. General

The Medical Command Post (MCP) is the command center for Department of Public Health disaster operations. Because the primary site at 135 Polk Street is vulnerable in a major earthquake, alternate command post sites have been predesignated.

The designation of these sites was predicated upon communications capability, structural integrity and location. The alternate sites have agreed to provide space and accommodations for the Medical Command Post. These sites will maintain their own command structure for management of their internal operations, and their staffs will not be utilized in the MCP structure.

An alternate MCP will be activated only if the previously listed sites are not capable of functioning in that capacity. There is only one Medical Command Post and these site will not be functioning simultaneously. The sites in order of priority for activation are:

2. Primary Medical Command Post Site

135 Polk Street

Location: 1st Floor Conference Room and Paramedics Division Operations Room. A box of CP supplies will be located in the EMS Agency storeroom, 1st floor.

3. Alternate Medical Command Post Sites

1) San Francisco General Hospital, 1001 Potrero Avenue.

Location: Room 2A6.

A box of CP supplies will be located in the disaster closet in Room 2A6.

2) Laguna Honda Hospital, 375 Laguna Honda Blvd.

Location: 1st Floor, Administration.

A box of CP supplies will be located in Administration.

3) Health Center #2, 1301 Pierce Street.

Location: Conference Rooms 214 & 215, with spillover in 213. A box of CP supplies will be in Room 109.

NOTE: This site does not have a HEAR radio. Until telephone & radio links can be established, radio communications will be from the City ECC. A runner system will have to be used to the ECC.

4. Organization and Assignments

The Health Department is required to staff the City Emergency Coordination Center, its own Medical Command Post and each of the *ten Emergency Response District Headquarters - Battalion Fire Station locations - with personnel. The Response District Headquarters will serve as the focal point for all departments/services during a disaster. This headquarters communicates directly with the Emergency Coordination Center (Central Fire Alarm Station). However, this communication system is reserved for Fire Department use and each reporting department/service will be expected to bring their own means of radio communications.

The Director of Health will staff the City Emergency Coordination Center.

The Medical Command Post will serve as the site for Health Department operations. It will be staffed by Health Department division heads and their staffs and appointed representatives from professional community societies or organizations.

* Health Department representatives assigned to each Emergency Response District Headquarters include one (1) Environmental Health Inspector and one (1) City Paramedic. Their primary function is to gather information and needs. Depending on the presence or absence of governmental structure and the level of decision-making required at the District Headquarters, the Health Department may consider sending more senior personnel to each District Headquarters.

Appendix D

MEDICAL OPERATIONS

HAZARD-SPECIFIC RESPONSE CHECKLIST LISTINGS

This Appendix includes Emergency Action Checklist to be accomplished as appropriate in response to the events listed below. There is no significance in the order of checklist items since many actions will have to be accomplished concurrently.

- D-1 Response to a Major Earthquake.
- D-2 Response to Hazardous Material Incident.
- D-3 Response to a Reservoir Failure.
- D-4 Response to a Conflagration.
- D-5 Response to a Tsunami Inundation.
- D-6 Response to a Seiche Inundation.
- D-7 Response to a Transportation Accident.
- D-8 Response to Civil Disturbance.
- D-9 Response to War Emergency.
- D-10 Response to Peacetime/Technological Incident.
- D-11 Response to Earthquake Prediction/Advisory.

Appendix D-1

EMERGENCY ACTION CHECKLIST
RESPONSE TO A MAJOR EARTHQUAKE

DIRECTOR OF HEALTH or DESIGNEE

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Ensure that all DPH employees are trained in their roles, responsibilities, plan content, etc.
- o Promote and provide resources for community disaster preparedness.

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Emergency Period

IF LITTLE OR NO DAMAGE IS REPORTED, PREPARE TO SUPPORT MORE SEVERELY DAMAGED JURISDICTIONS.

IF EXTENSIVE DAMAGE IS REPORTED, TAKE THE FOLLOWING ACTIONS AS APPROPRIATE.

- o Go to Emergency Coordination Center (ECC) at 1003 Turk St.
- o Obtain and verify damage assessments/status reports from Fire Battalion Headquarters Stations and Medical Command Post, if activated.
- o Assess staffing, including DPH representation at each Fire Battalion District Headquarters, and assign personnel key positions as necessary.
- o Determine status of medical facilities, medical support facilities and resupply resources.
- o Assess communications status: coordinate with Department of Electricity to restore critical medical communications links, as required.
- o Organize, mobilize and direct the operations of the Medical Command Post (MCP) and the Medical and Health Service.
- o Direct all emergency medical care and treatment of the sick and injured.
- o Provide emergency medical support to sheltered populations in coordination with the American Red Cross.

DIRECTOR OF HEALTH or DESIGNEE - cont'd.

Emergency Period - cont'd.

- o Allocate medical resources and procure additional resources, as needed, from the State Region 2, Regional Disaster Medical/Health Coordinator.
- o Institute environmental sanitation measures.
- o Provide mental health resources to the community and to rescuers.
- o Coordinate the operations of the Medical & Health Service with City Departments and other support services/agencies.
- o Ensure that the community is notified of situations/events dangerous to the public health and safety and receives appropriate instructions on preventive measures.
- o Request mutual aid resources, as necessary, from the Region 2, Regional Disaster Medical/Health Coordinator.
- o Prepare and maintain log of activities, actions, and events as might be needed to support requests for reimbursement.
- o Provide status reports to the Mayor and ECC staff on a regular basis during period of the disaster incident.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operations.
- o Release medical mutual aid personnel/equipment when no longer needed.
- o Provide continued community mental health support services as needed.
- o In coordination with the Director, Office of Emergency Services, organize and direct Health Department operations to obtain, as might be available, appropriate federal reimbursement.
- o Ensure preparation of After-Action Report and distribute to departments/agencies as directed

Appendix D-1

EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

DEPUTY DIRECTOR OF OPERATIONS or DESIGNEE (Director of Medical Command Post)

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Ensure that staff are trained in their roles, responsibilities, plan content, etc.
- o Establish coordinating agreements and procedures with other Health Department Directors, other City agencies, etc., as necessary.

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Emergency Period

- o Establish contact with Medical Command Post (MCP) & ECC. Notify Director of Health of presence; in absence of the Director and Associate Director of Health, the Mayor may require the presence of the Deputy Director in the ECC at 1003 Turk St.

(NOTE: The primary MCP site is 135 Polk St., 1st Fl. conference room. Alternate sites are: S.F. General Hospital, Room 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function in that capacity. There is only one MCP and these sites will not be functioning simultaneously.)

- o Obtain and verify status reports/damage assessments.
- o Assess communications status; coordinate with the ECC/Department of Electricity to restore critical communications links if necessary.
- o Determine status of Health Department personnel at Battalion Headquarters Fire Stations and need for augmentation.

IF LITTLE OR NO DAMAGE IS REPORTED, PREPARE TO SUPPORT MORE SEVERELY DAMAGED JURISDICTIONS.

IF EXTENSIVE DAMAGE IS REPORTED, TAKE THE FOLLOWING ACTIONS AS APPROPRIATE.

- o If the primary Medical Command Post (MCP) site is inoperable, assess status of alternate sites. Designate alternate MCP site, if it has not already been activated. Notify the ECC at 1003 Turk St., and other appropriate agencies of the location of the MCP.

DEPUTY DIRECTOR OF OPERATIONS or DESIGNEE - cont'd.

Emergency Period - cont'd.

- o Organize the MCP; assess MCP staffing needs and assign personnel to fill positions if designees are not present. Coordinate with the ECC to notify key personnel living or located in other counties, to return to SF either by helicopter or water transport.
- o Coordinate all activities of the Medical Command Post. Develop a system for intra-organizational communication among the MCP components. The components are Emergency Medical Services, Mental Health, Operations and Public Health.
- o In coordination with the ECC, assess overall resources and needs of the medical care system.
- o Determine best utilization and allocation of emergency medical and health resources, in coordination with the ECC.
- o Develop a media program in coordination with the PIO and ECC; ensure that the community receives information necessary to maintain public health and safety.
- o Provide the ECC with status reports on a regular basis.
- o Advise the Director of Health/ECC on key issues and recommended actions.
- o Assess need and make recommendations for obtaining mutual aid resources.
- o Maintain a log of all activities.
- o Ensure accurate record-keeping by all MCP personnel.

Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release medical mutual aid personnel/equipment when no longer needed.
- o Advise MCP staff on record keeping/procedural matters related to possible federal reimbursement.

Appendix D-1

EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

PUBLIC INFORMATION OFFICER or DESIGNEE

Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Establish coordinating procedures and agreements with Mayor's Press Secretary, Mayor's Office of Emergency Services, etc.
- o Maintain current lists of news media personnel and agencies: AP, UPI, local and regional newspapers, radio and TV stations.
- o Prepare and have available printed and videotaped news releases (in English, Spanish and Chinese as appropriate) to include the following: water purification procedures; preparation, storage and usage of food-stuffs; simple first aid instructions including references to information in the phone book; and household safety procedures.

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Emergency Period

- o Report to Medical Command Post (MCP) or Media Center, if established and obtain situation briefing.
- o Assess needs and obtain additional staff from personnel pool as necessary.
- o Establish communications and coordinate activities with ECC 1003 Turk St, if activated, and Mayor's Press Secretary.
- o Gather information from Medical Command Post staff, etc., and assemble and prepare information for news releases by PIO or Director of Health.
- o Set up and designate an area near the Medical Command Post only for media use and restrict their activity to this area.
- o Observe established constraints on release of information.
- o Transmit news releases to media at regular intervals. If phone lines are working, use the telephone for interviews and to advise and update media.
- o Follow radio and television reports for new information.

PUBLIC INFORMATION OFFICER OR DESIGNEE - cont'd.

Emergency Period - cont'd.

- o Establish procedures for rumor control and rumor verification.
- o Maintain a log of all activities.

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Post Emergency Period

- o Prepare post-incident releases and/or summary information for use by the media.
- o Phase out emergency operations and revert to normal operating procedures

Appendix D-1

EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

EMS AGENCY MEDICAL DIRECTOR OR DESIGNEE

Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually,
- o Ensure that staff are trained in their roles and responsibilities, plan content, etc,
- o Establish coordinating agreements and procedures as necessary for medical mutual aid.

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Emergency Period

IF LITTLE OR NO DAMAGE IS REPORTED, PREPARE TO SUPPORT MORE HEAVILY DAMAGED JURISDICTIONS. IF EXTENSIVE DAMAGE IS REPORTED, TAKE THE FOLLOWING ACTIONS AS APPROPRIATE.

- o Go to Medical Command Post and obtain status report. Be prepared to assume role of Director, Medical Command Post (MCP) in the absence of the Deputy Director of Operations.
(NOTE: The primary MCP site is 135 Polk St., 1st Fl. conference room. Alternate sites are: SF general Hospital, Room 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function in that capacity. There is only one MCP and these sites will not be functioning simultaneously.)
- o Organize EMS component; assign staff as needed if designated persons are not available. The working units are: Message Control, Communications, Blood Bank, CCP/Evacuation, and patient Treatment. (NOTE: Patient Treatment includes the hospitals and responsibility for field triage and treatment.)
- o Coordinate all activities of the EMS component. Develop a system for intra-organizational communication among the EMS working units.
- o Assess overall resources and needs of medical care system with staff.
- o Determine best utilization and allocation of emergency medical and health resources, in coordination with MCP and ECC.

EMS AGENCY MEDICAL DIRECTOR OR DESIGNEE - cont'd.

Emergency Period - cont'd.

- o Coordinate EMS component activities with the Public Health, Operations and Mental Health elements of the Department of Public Health.
- o Provide Director of the Medical Command Post with status reports on a regular basis. Advise Director of MCP and Director of Health on key issues and recommended actions.
- o Assess need and make recommendations for obtaining mutual aid resources.
- o Maintain log of all activities and actions taken during disaster.
- o Ensure accurate record-keeping by all EMS working units.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.

Appendix D-1

EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

EMS COORDINATOR

Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.

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Emergency Period

- o Go to Medical Command Post (MCP) and obtain status report.
(NOTE: The primary MCP site is 135 Polk St., 1st Fl. conference room
Alternate sites are: SF General Hospital, Room 2A6; Laguna Honda
Hospital, Admin. Area; and Health Center #2, in that order. An alter-
nate MCP site will be activated only if the previously listed site
is not able to function in that capacity. There is only one MCP and
these sites will not be functioning simultaneously.)
- o Organize message flow if not already done.
- o Utilize the personnel pool to obtain runners, scribes for maintaining
status boards, and a recorder. Assign one runner and one scribe to each
program area (Operations, EMS, Mental Health and Public Health Programs)
and one to Triage, if possible.
- o Instruct runners, scribes and recorder in their duties.
- o Coordinate with Communications to ensure efficient and effective trans-
mission of information.
- o Receive messages from all sources of communication; ensure that all mes-
sages are transmitted in writing. (So that runners from hospitals and
other facilities can be officially identified, they will be given a code
word or phrase to use. The code will be determined by Communications,
who has responsibility for organizing communications links to all sites.
verify the code upon receipt of the message.)
- o Make sure that all messages are properly marked with date and time (using
a 24 hour clock), source and mode of transmission; assign a message num-
ber to each message.
- o Announce critical events/messages which affect all working units to
Medical Command Post staff (e.g., tsunami watch, area evacuations due
to reservoir failure); maintain status board of critical events/messages.

EMS COORDINATOR - cont'd.

Emergency Period - cont'd.

TRIAGE ALL MESSAGES TO APPROPRIATE DEPARTMENT AND ASSIGN APPROPRIATE PRIORITY FOR ACTION.

- o If outgoing communications are bottlenecked, prioritize outgoing messages.
- o Provide status reports to the MCP on a regular basis.

Post-Emergency Period

- o Ensure that all messages are retained and are filed chronologically.
- o Release runners, scribes and recorder to their normal duties.

EMERGENCY ACTION CHECKLIST
RESPONSE TO A MAJOR EARTHQUAKE

COMMUNICATIONS SUPERVISOR, SFGH PARAMEDIC DIVISION or DESIGNEE

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.

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Emergency Period

- o Go to Medical Command Post (MCP) and obtain status report.
(NOTE: The primary MCP site is 135 Polk St., 1st Fl. conference room. Alternate sites are: SF General Hospital, Room 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function in that capacity. There is only one MCP and these sites will not be functioning simultaneously)
- o Establish whether CMED is operable. If CMED is operable, assign a fourth dispatcher to handle radio communications related to the disaster, including the HEAR net.
- o Check the status of the emergency generator. Coordinate with the DPH Purchasing Supervisor or designee to ensure sufficient diesel fuel for continued operation. (NOTE: The generator has a 50 gallon fuel capacity which should provide for at least 36 hours of power generation.)
- o Coordinate all communications staffing assignments.
- o If CMED is unable to function, notify the MCP and ECC. Assign communications staff to the alternate designated MCP; designation will be based on damage assessment and communications capability at the site. Alternate MCPs are: San Francisco General Hospital (SFGH); Laguna Honda Hospital and Health Center #2, in that order. (NOTE: If Health Center #2 becomes the MCP, all communications will be done from the ECC with messages sent to HC #2 by runner until a radio or telephone link can be established.)
- o Assign communications staff to the ECC when activated. Assign staff to the DES communications van when activated, as needed. Consider assigning communications staff to Christmas Tree Point, as might be directed.

COMMUNICATIONS SUPERVISOR - cont'd.

Emergency Period - cont'd.

- o Establish communications with:
 - ECC
 - Hospitals
 - Battalion Fire Stations
 - Blood Bank
 - Health Centers
 - Private Ambulance Dispatch Centers
- o Obtain status reports/damage assessments from Battalion Headquarters Fire Stations, ECC, etc.
- o Establish procedures for aircraft/helicopter communications with ECC for coordination with military and civilian pilots for CCPs and other landing sites.
- o Consider accessing MUNI communications resources if needed; all buses and supervisors have radios.
- o In coordination with Dept. of Electricity, determine status and availability of RACES personnel and assign to critical sites where radio support is most needed. If needs exceed availability of amateur radio personnel, a schedule of rotating sites may need to be set up. MCP, ECC and Blood Bank are priorities.
- o Develop a system for battery exchange and replacement of radios used in the field, as necessary.
- o Obtain runners through personnel pool and establish a regular communications link with key sites. (Assign a code word or phrase for all runners to use upon receipt and acceptance of messages. Notify all facilities communicating with the MCP via messenger to utilize the code on all written transmissions. This will help to identify the messages as official. Also notify Message Control at the MCP of the code used.)
- o Forward all messages from CMED to the MCP and report communications status to MCP and ECC on a regular basis.

COMMUNICATIONS SUPERVISOR - cont'd.

Emergency Period - cont'd.

- o Coordinate with Casualty Collection Point (CCP) function to provide communication resources for CCPs.
- o Maintain a log of all activities, messages, responses, personnel assignments, etc.

Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.

Appendix D-1

EMERGENCY ACTION CHECKLIST
RESPONSE TO A MAJOR EARTHQUAKE

DIRECTOR IRWIN MEMORIAL BLOOD BANK

Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Participate in HEAR net communications tests and exercises to gain and maintain proficiency.
- o Develop a method to ensure communications redundancy.
- o Train personnel in their roles & responsibilities, plan content, communications, etc.
- o Establish coordinating procedures and agreements, as necessary, with hospitals, professional societies, suppliers, and other blood banking systems.
- o Establish policies for prioritizing blood product requests and for allocating blood resources, in conjunction with hospitals, the Department of Health, etc.
- o Determine structural integrity of facilities and establish a relocation site should current facilities be inoperable.

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Emergency Period

- o Report to Medical Comand Post and activate disaster plan consistent with plans developed by the California Blood Banking system and the Emergency Operations Plan of the City and County of San Francisco.
- o Establish communications with Irwin Memorial Blood Bank - Turk & Masonic by HEAR radio, runners, or RACES, if possible. Obtain status reports from Irwin (facility damage, inventory, staff and supply shortages, etc) on a regular basis.
- o Receive and act on requests for blood products. Hospitals will direct their requests for blood products to the Medical Command Post.
- o Supervise & coordinate all post-disaster activities concerned with the procurement, storage & distribution of blood supplies within the City & County of San Francisco.

IRWIN MEMORIAL BLOOD BANK - CONT'D.

Emergency Period - cont'd.

- o Make every attempt to distribute only processed blood products and initiate procedures to obtain processed blood products from jurisdictions not affected by the disaster.
- o Allocate blood resources according to pre-established policy if so charged by the Director of Health. (NOTE: The Director of Health shall allocate blood resources. However, the Director may delegate that responsibility to the Director of the Blood Bank.)
- o Maintain log of all activities and actions taken during disaster.

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Post-Emergency Period

- o Continue to provide services.
- o Phase our emergency procedures and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn in log of activities as directed.

Appendix D-1

EMERGENCY ACTION CHECKLIST
RESPONSE TO A MAJOR EARTHQUAKE

CHIEF, SFGH PARAMEDIC DIVISION

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Establish and maintain contact with military liaison personnel.

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Emergency Period

- o Go to Medical Command Post (MCP) and obtain status report.
- o Verify all intelligence (especially aerial) pertinent to casualty care. Verify the presence of any large groups of casualties not at CCPs ("de-facto" CCPs) with District Fire Battalion Stations.
- o Assess needs for opening casualty collection points for evacuation from the City in coordination with other EMS working units. Forward all recommendations to the EMS Coordinator.
- o Coordinate activation of CCPs on any federally owned sites through the ECC. They are: Crissy Field at the Presidio of SF,
Letterman Hospital at the Presidio of SF,
Fort Mason in the Golden Gate National Recreational Area.
- o Establish, organize, staff and supply CCPs in coordination with other MCP components and the ECC:
 - * Smoke, flags, etc., necessary to assist with aircraft landing.
 - * Staffing.
 - ** Attempt to maximize communications by pairing City and private ambulance personnel at CCPs. This will allow for direct communications capability from the CCP site to both the MCP and the hospitals. Both San Francisco Ambulance and King & American have the HEAR frequency in their mobile units. K & A also has the HEAR frequency on its portable units.
 - ** Coordinate with Patient Treatment to staff CCPs with RNs and MDs, in addition to prehospital personnel.
 - * Supplies.
 - * Transportation.

CHIEF, SFGH PARAMEDIC DIVISION - cont'd.

Emergency Period - cont'd.

- * Evacuation of patient from Casualty Care Facilities (CCFs).
- * Communication needs.
- * Selection of site based on location of casualties and available aircraft space requirements for landing.
- o Consider requesting MUNI buses to move large numbers persons, road conditions, etc., permitting. (NOTE: All MUNI buses have radios.)
- o Coordinate collection of the dead at CCP sites with the Coroner.
- o Coordinate with SFFD and SFPD to provide fire and perimeter control support at aircraft landing CCP sites(s).
- o Serve as a liaison with the military in support of CCP operations.
- o Provide projections of needed resources and status reports on a regular basis.
- o Maintain log of all activities and actions taken during disaster.

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Pre-Emergency Period

- o Phase out emergency services and revert to usual operations.
- o Coordinate phase out with military support personnel.
- o Turn in log(s) of activities as directed.

Appendix D-1

EMERGENCY ACTION CHECKLIST
RESPONSE TO A MAJOR EARTHQUAKE

APPOINTEES FROM SF MEDICAL SOCIETY
WEST BAY HOSPITAL CONFERENCE
SF EMERGENCY PHYSICIANS ASSOCIATION

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Obtain training in roles and responsibilities, plan content, etc.

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Emergency Period

- o Go to Medical Command Post (MCP) and obtain status report.
- o Collect and organize information on hospital status including:
 - * Status of physical plant.
 - * Critical short and long term needs, including blood and other medical & material supplies.
 - * Number of casualties/injured.
 - * Number of medical personnel and responders.
 - * Bed status.
- o Establish a schedule, in coordination with Blood Bank and communications function, to obtain hospital reports of blood & supply needs on a regular basis.
- o Maintain hospitals & field status board if no scribe is available.
- o Provide MCP with regular reports on hospital & field status and informed of problems/projections which will need intervention/coordination with ECC.
- o Allocate available medical resources and meet critical needs in coordination with MCP staff.
- o Coordinate with Public Health programs and CCP function to determine need/feasibility of opening field treatment units (first aid stations, health centers, CCPs, etc.

APPOINTEES: SFMS; WBHC; SFEPA - cont'd.

Emergency Period - cont'd.

- o Manage medical personnel pool resources; personnel resources may be needed to augment hospitals & field treatment units (first aid stations, health centers, CCPs, etc.). Be prepared to move MDs and RNs from hospitals to support CCPs as they open.
- o Coordinate with the Public Information Officer to disseminate information to the public about hospital closures and additional resources that are available for medical care.
- o Coordinate with Mental Health for additional support services, if required.
- o Make recommendations to EMS Coordinator concerning hospital closures, diversion of casualties from one site to another, etc.
- o Maintain log of all messages, responses, and activities.

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Post-Emergency Period

- o Phase our emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn in log(s) of activities as directed.

Appendix D-1

EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

FIELD PARAMEDIC

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Obtain training in roles, responsibilities, plan content, etc.

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Emergency Period

- o Establish contact with CMED. Report status of personnel, supplies equipment and vehicles.
- o If communications are intact, go to the District Battalion Fire Station as assigned by CMED. If not, go to the nearest Battalion Station. (Note: At least one City Paramedic with a radio should be at each of the ten (10) Battalion Stations.)
- o Off-duty City Paramedics should report to the nearest Battalion Fire Station, bringing appropriate paramedic identification with them.
- o Paramedics will work under the direction of the Battalion Fire Chief until the Medical Command Post (MCP) is operational. The most senior paramedic at Battalion Station will report directly to the Battalion Chief and direct other paramedics. Primary responsibilities of the senior paramedic include: participation in damage assessment and assessment of medical status in the districts, relay of information & medical needs, and casualty care.

(Note: The primary MCP site is 135 Polk St., 1st Fl. conference room. Alternate sites are SF general Hospital, Room 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function in that capacity. There is only one MCP and these sites will not be functioning simultaneously.)

- o Provide care in coordination with hospital casualty care efforts; in coordination with local policies & procedures and State regulations for level of certification.

FIELD PARAMEDIC - cont'd.

- o Provide care at CCPs, health centers, clinics, search & rescue sites, if reassigned by the Battalion Fire Chief or Medial Command Post. (NOTE: Every attempt will be made to maximize communications by pairing City and private ambulance personnel at CCPs. This will allow for direct communictions from the CCP site to both the MCP and the hospitals.)
- o Maintain a log of all activities and actions taken during disaster.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operations as directed.
- o Turn in all records as directed.

Appendix D-1

EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

PRIVATE AMBULANCE PERSONNEL

Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Obtain training in roles, responsibilities, plan content, etc.,

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Emergency Period

- o Establish contact with respective dispatch centers. Report status of personnel, supplies, equipment and vehicles.
- o If communications are intact, go to an acute care hospital as assigned by dispatch. If communications are not intact, go to the nearest hospital. (NOTE: The mobile radios for both King & American and SF Ambulance carry the HEAR frequency. K & A portable radios also carry the HEAR frequency. Distribution of private ambulances to hospitals will provide the hospitals with redundancy on the HEAR frequency.)
- o Off-duty paramedics and EMT-Is should report to the nearest hospital, bringing appropriate paramedic or EMT-I identification with them.
- o Provide care in coordination with the respective hospital's casualty care efforts, and consistent with local policies & procedures and State regulations for level of certification.
- o Provide care at CCPs, health centers, clinics, search & rescue sites, if assigned by the Battalion Chief or Medical Command Post. (NOTE: Every effort will be made to maximize communications by pairing City and private ambulance personnel at CCPs. This will allow for direct communications from the site to both the MCP and the hospitals.)
- o Maintain a log of all activities and actions taken during disaster.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operations as directed.
- o Turn in log(s) of activities as directed.

Appendix D-1

EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

C-MED DISPATCHERS

Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Obtain training in roles, responsibilities, plan content, ect.

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Emergency Period- All Dispatch Stations

- o Assess damage to console, emergency generator and physical plant, as might be appropriate.
- o Conduct radio frequency checks. Ascertain status of radio equipment.
 - * IF C-MED IS NOT OPERABLE or structure is unsafe, move to safe adjacent area and attempt communications with portable radios.
 - * If portable radio transmissions are successful, conduct ambulance role call and ascertain status of units, personnel and supplies. Assign personnel with portable radios to each of the 10 Battalion Fire Stations. Proceed to Medical Command Post at SFGH if that site is secure.
 - * If portable radio transmissions are unsuccessful, secure transport to the Medical Command Post at SFGH.

IF COMMUNICATIONS EQUIPMENT IN C-MED IS OPERABLE, OR IF DISPATCHING FROM THE MEDICAL COMMAND POST, PROCEED AS FOLLOWS:

Dispatch Position 1

- o Continue to answer 911 calls (at C-MED only) until 911 is suspended at PSAP. If unable to provide ambulance service due to the magnitude of the disaster, notify caller of such. Provide self-help instructions to caller as appropriate.
- o Establish radio contact with SFFD to ascertain status and activation of the City Emergency Coordination Center (ECC) and the designated Fire Battalion Headquarters Station.
- o Conduct ambulance roll call and ascertain status of on-duty units.
- o Dispatch units to Fire Battalion Stations, so that at least one EMT-P and radio are assigned to each of the 10 Battalion Stations.

C-MED DISPATCHERS - cont'd.

Emergency Period - Dispatch Position 1 - cont'd.

- o Establish contact with SFPD,
- o Receive updated information from field units assigned to Fire Battalion Headquarters Stations:
 - * Locations or any change of locations of triage and treatment areas,
 - * Access/egress routes,
 - * Numbers of casualties,
 - * Estimate of equipment needs,
 - * Estimate of transport needs,

Dispatch Positions 2 & 3

- o Establish radio contact with on duty Field Supervisor,
- o Establish contact with Chief of Division,
- o Initiate private sector roll call to ascertain status of field units and availability. (To provide hospitals with redundancy on the HEAR net, private ambulances and their personnel will be assigned to hospitals. Both K&A and SF Ambulance have the HEAR frequency on their mobile units. K&A also has the HEAR frequency on its portable radios.)
- o Conduct HEAR roll call and updates,
- o Determine existence of Medical Command Post (MCP) at 135 Polk St, 1st Fl conference room (or alternate sites; SFGH, Laguna Honda Hospital, and Health Center #2, in that order) and establish lines of communications to same,
- o Receive information and transmit messages to the MCP,
- o Transmit messages from the MCP to appropriate destination,
- o Assist other dispatchers as needed,

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operations as directed,

Appendix D-2

EMERGENCY ACTION CHECKLIST
RESPONSE TO HAZARDOUS MATERIAL INCIDENT

DIRECTOR OF HEALTH or DESIGNEE

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Ensure that all DPH employees are trained in their roles, responsibilities, plan content, etc.
- o Promote and provide resources for community disaster preparedness.

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Emergency Period

- o If activated, go to Emergency Coordination Center (ECC) at 1003 Turk St
- o If activated, obtain status reports from the Medical Command Post (MCP).
- o Determine extent of contamination and appropriate measures for monitoring and decontamination.
- o Coordinate with Fire and Police Departments to close off affected area.
- o Assess staffing, including DPH representation at any affected Fire Battalion District Headquarters, and assign personnel to key positions as necessary.
- o Determine status of medical facilities, medical support facilities and resupply resources.
- o Mobilize, organize and direct the operations of the MCP and the Medical and Health Service.
- o Direct all emergency medical care and treatment of the sick and injured.
- o Prepare to provide emergency medical support to sheltered population.
- o In coordination with the Red Cross, provide emergency medical support to sheltered population.
- o Allocate medical resources and procure additional resources as needed.

DIRECTOR OF HEALTH or DESIGNEE - cont'd.

Emergency Period - cont'd.

- o Institute environmental sanitation measures.
- o Provide mental health resources to the community and to rescuers.
- o Coordinate the operations of the Medical and Health Service with City Departments and other support services/agencies.
- o Ensure that the community is notified of situations/events dangerous to the public health and safety and receives appropriate instructions on preventative measures.
- o Request mutual aid resources as necessary.
- o Provide status reports to the Mayor and ECC, if activated, on a regular basis.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operations.
- o Release medical mutual aid personnel/equipment when no longer needed.
- o Provide continued community mental health support services as needed.
- o Organize and direct Health Department operations to obtain appropriate federal reimbursement as might be available.
- o Ensure preparation of After-Action Report and distribute to departments/agencies as directed.

Appendix D-2

EMERGENCY ACTION CHECKLIST RESPONSE TO HAZARDOUS MATERIAL INCIDENT

DEPUTY DIRECTOR OF OPERATIONS or DESIGNEE
(Director of Medical Command Post)

Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Ensure that staff are trained in their roles, responsibilities, plan content, etc.
- o Establish coordinating agreements and procedures with other Health Department Directors, other City agencies, etc., as necessary.

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Emergency Period

- o Avoid all contact with the suspected hazardous substance. Take appropriate self-protective measures (time, distance and shielding).
- o Establish contact with Medical Command Post (MCP) and Emergency Coordination Center (ECC) at 1003 Turk St. Notify Director of Health of presence, in the absence of the Director and Associate Director of Health, the Mayor may require the presence of the Deputy Director in the ECC.

(NOTE: The primary MCP site is 135 Polk St., 1st Fl. conference room. Alternate sites are SFGH, Room 2A6; Laguna Honda Hospital, Admin. area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function in that capacity. There is only one MCP and these sites will not be functioning simultaneously.)

- o Obtain status reports.
- o If activated as a District Headquarters, determine status of Health Department personnel at affected Battalion Fire Station(s) and the need for augmentation.
- o If the primary MCP site is inoperable, assess status of alternate sites. Designate alternate MCP site, if it has not already been activated. Notify the ECC, if activated, and other appropriate agencies of the location of the MCP.

DEPUTY DIRECTOR OF OPERATIONS or DESIGNEE - cont'd.

Emergency Period - cont'd.

- o Organize the MCP; assess MCP staffing needs and assign personnel to fill positions if designees are not present. Coordinate with ECC to bring in key personnel living in other counties, as might be required.
- o Coordinate all activities of the MCP. Develop a system for intra-organizational communication among the MCP components. The components are Emergency Medical Services, Mental Health, Operations and Public Health.
- o In coordination with ECC, if activated, assess overall resources and needs of the medical care system.
- o Determine with Environmental Health/Toxics the extent of contamination and appropriate measures for monitoring and decontamination.
- o Determine best utilization and allocation of emergency medical and health resources, in coordination with the ECC.
- o Develop a media program in coordination with the PIO and ECC; ensure that the community receives information necessary to maintain public health and safety.
- o Provide the ECC, if activated, with status reports on a regular basis.
- o Advise the Director of Health/ECC on key issues and recommended actions.
- o Assess need and make recommendations for obtaining mutual aid resources.
- o Maintain a record of all activities and actions taken during disaster.
- o Ensure accurate record-keeping by all MCP personnel.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release medical mutual aid personnel/equipment when no longer needed.
- o Advise MCP staff on recordkeeping/procedural matters related to possible federal reimbursement.
- o Turn in record of activities as directed.

Appendix D-2

EMERGENCY ACTION CHECKLIST
RESPONSE TO HAZARDOUS MATERIAL INCIDENT

PUBLIC INFORMATION OFFICER or DESIGNEE

Pre-Emergency Period

- o Review and/or revise disaster plan at least twice annually, as required.
- o Establish coordinating procedures and agreements with Mayor's Press Secretary, Office of Emergency Services, etc.
- o Maintain current lists of news media personnel and agencies: AP, UPI, local and regional newspapers, radio and TV stations.
- o Prepare and have available printed and videotaped news releases (in English, Spanish and Chinese as appropriate) to include the following: water purification procedures; Preparation, storage and usage of food-stuffs; simple first aid instructions including references to information in the phone book; and household safety procedures.

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Emergency Period

- o Avoid all contact with the suspected hazardous substance. Take appropriate self-protective measures (time, distance and shielding).
- o Report to Medical Command Post (MCP), or Media Center if activated, and obtain situation briefing.

(NOTE: The primary MCP site is 135 Polk St., 1st Fl. conference room. Alternate sites are SFCH, Room 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function in that capacity. There is only one MCP and these sites will not be functioning simultaneously.)

- o Assess and obtain additional staff from personnel pool as necessary.
- o Establish communications and coordinate activities with Emergency Coordination Center (ECC) and the Mayor's Press Secretary.
- o Gather information from MCP staff, etc., and assemble and prepare information for news releases by PIO or Director of Health.

PUBLIC INFORMATION OFFICER or DESIGNEE - cont'd.

Emergency Period - cont'd.

- o Set up and designate an area near the MCP only for media use and restrict their activity to this area.
- o Observe established constraints on release of information.
- o Transmit news releases to media at regular intervals. Use the telephone for interviews and to advise and update media.
- o Follow radio and TV reports for new information.
- o Establish procedures for rumor control and rumor verification.
- o Maintain a record of all activities and actions taken during emergency.

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Post-Emergency Period

- o Prepare post-incident releases and/or summary information for use by the media.
- o Phase out emergency operations and revert to normal operating procedures.
- o Turn in record of activities as directed.

Appendix D-2

EMERGENCY ACTION CHECKLIST RESPONSE TO HAZARDOUS MATERIAL INCIDENT

EMS AGENCY MEDICAL DIRECTOR or DESIGNEE

Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Ensure that staff are trained in their roles and responsibilities, plan content, etc.
- o Establish coordinating agreements and procedures as necessary for medical mutual aid.

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Emergency Period

- o Avoid all contact with the suspected hazardous substances. Take appropriate self-protective measures (time, distance and shielding).
- o Go to Medical Command Post (MCP) and obtain status report. Be prepared to assume position of Director of MCP in the absence of the Deputy Director of Operations.
(NOTE: The primary MCP site is 135 Polk St., 1st FL. conference room. Alternate sites are SFGH, Room 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function in that capacity. There is only one MCP and these sites will not be functioning simultaneously.)
- o Organize EMS component; assign staff as needed if designated persons are not available. The working units are: Message Control; Communications; Blood Bank; CCP/Evacuation; and Patient Treatment. (NOTE: Patient Treatment includes the hospitals and responsibility for field triage and treatment.
- o Coordinate all activities of the EMS component. Develop a system for intra-organizational communication among the EMS working units.
- o Assess overall resources and needs of medical care system with staff.
- o Coordinate with Environmental Health/Toxics to determine extent of contamination and appropriate measures for monitoring and decontamination; provide support as needed.

EMS AGENCY MEDICAL DIRECTOR or DESIGNEE - cont'd.

Emergency Period - cont'd.

- o Determine best utilization and allocation of emergency medical and health resources, in coordination with MCP and ECC.
- o Coordinate EMS component activities with the Public Health, Operations and Mental Health elements of the Department of Public Health.
- o Provide Director of the MCP with status reports on a regular basis. Advise Director of MCP and Director of Health on key issues and recommended actions.
- o Assess and make recommendations for obtaining mutual aid resources.
- o Maintain record of all activities and actions taken during emergency.
- o Ensure accurate record-keeping by all EMS working units.

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- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn in log of activities as directed.

Appendix D-2

EMERGENCY ACTION CHECKLIST RESPONSE TO HAZARDOUS MATERIAL INCIDENT

EMS COORDINATOR

Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.

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Emergency Period

- o Avoid all contact with the suspected hazardous substance. Take appropriate self-protective measures (time, distance and shielding).
- o Go to Medical Command Post and obtain status report.
(NOTE: The primary MCP site is 135 Polk St., 1st FL. conference room. Alternate sites are SFGH, Room 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function in that capacity. There is only one MCP and these sites will not be functioning simultaneously.)
- o Organize message flow if not already done.
- o Utilize the personnel pool to obtain runners and a recorder. Assign one runner to each program area (Operations; EMS; Mental Health and Public Health Programs) and one to Triage, if possible.
- o Instruct runners and recorder in their duties.
- o Coordinate with Communications to ensure efficient and effective transmission of information.
- o Receive messages from all sources of communication; ensure that all messages are transmitted in writing. (NOTE: So that runners from hospitals and other facilities can be officially identified, they will be given a code word or phrase to use. The code will be determined by Communications, who has responsibility for organizing communications links to all sites. Verify the code upon receipt of the message.)
- o Make sure that all messages are properly marked with date and time (using a 24 hour clock), source and mode of transmission.

EMS COORDINATOR - cont'd.

Emergency Period - cont'd.

- o Announce critical events/messages which affect all working units to MCP staff (e.g. tsunami watch, area evacuations due to reservoir failure); maintain status board of critical events/messages.

TRIAGE MESSAGES TO APPROPRIATE DEPARTMENT AND ASSIGN APPROPRIATE PRIORITY FOR ACTION

- o If outgoing communications are bottlenecked, prioritize outgoing messages. (NOTE: Outgoing communications to field personnel which contain information pertinent to areas of contamination, monitoring, and personnel safety, etc., should be assigned a high priority.)
- o Provide status reports to the MCP on a regular basis.
- o Maintain a log of activities and actions taken during emergency.

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Post-Emergency Period

- o Ensure that all messages are retained and filed chronologically.
- o Release runners and recorder to their normal duties.
- o Turn in log of activities as directed.

Appendix D-2

EMERGENCY ACTION CHECKLIST
RESPONSE TO HAZARDOUS MATERIAL INCIDENT

COMMUNICATIONS SUPERVISOR, SFGH PARAMEDIC DIVISION or DESIGNEE

Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least annually.
- o Train staff in their roles and responsibilities, plan content, etc.

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Emergency Period

- o Avoid all contact with the suspected hazardous substance. Take appropriate self-protective measures (time, distance and shielding).
- o Go to Medical Command Post (MCP) and obtain status report.
(NOTE: The primary MCP site is 135 Polk St., 1st Fl. conference room. Alternate sites are SFGH, Room 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function in that capacity. There is only one MCP and these sites will not be functioning simultaneously.)
- o Establish whether CMED is operable. If CMED is operable, assign a third dispatcher to handle radio communications related to the disaster, including the HEAR net.
- o Ensure that hazardous materials incident notification protocol has been conducted by CMED.
- o Check operational status of the emergency generator for possible use during the emergency.
- o Coordinate all communications staffing assignments.
- o If CMED is unable to function, notify the MCP and Emergency Coordination Center (ECC), if activated. Assign communications staff to the designated alternate MCP; designation will be based on damage assessment and communications capability at that site. (NOTE: If Health Center #2 becomes the MCP, all communications will be done from the ECC, if activated, with messages sent to HC #2 by runner until a radio or telephone link can be established.

COMMUNICATIONS SUPERVISOR - cont'd.

Emergency Period - cont'd.

- o Assign communications staff to the ECC if activated. Assign staff to the DES communications van if activated and needed. Consider assigning communications staff, in coordination with Department of Electricity to Christmas Tree Point (Twin Peaks), if needed.
- o Establish communications with:
 - ECC
 - Hospitals
 - Battalion Fire (District) Stations
 - Blood Bank
 - Health Centers
 - Private Ambulance Dispatch Centers
- o Consider accessing MUNI communications if needed. (NOTE: All MUNI buses and supervisors have radios.)
- o Obtain status reports/damage assessments from Battalion Fire (District) Stations, ECC, etc.
- o Determine status and availability of RACES personnel and assign to critical sites where radio support is most needed. If need exceeds availability of amateur radio personnel, a schedule of rotating sites may need to be set up. MCP, ECC and Blood Bank are priorities.
- o Coordinate with Toxics staff, PIO, etc., to ensure that information pertinent to areas of contamination, monitoring, use of protective clothing, etc., is transmitted promptly to field personnel. These are priority messages.
- o Develop a system for battery exchange and replacement of radios used in the field, as required.
- o Obtain runners through personnel pool and establish a regular communications link with key sites. (NOTE: Assign a code word or phrase for all runners to use upon receipt and acceptance of messages. Notify all facilities communicating with the MCP via messenger to utilize the code on all written transmission. This will help to identify official communications. Notify message control at the MCP of the code used.)

COMMUNICATIONS SUPERVISOR - cont'd.

Emergency Period - cont'd.

- o Forward all messages from CMED to the MCP and report communications status to MCP and ECC on a regular basis.
- o Coordinate with CCP function to provide communication resources for CCPs
- o Maintain a record of all activities and actions taken during emergency.

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Post--Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn in record of activities as directed.

Appendix D-2

EMERGENCY ACTION CHECKLIST
RESPONSE TO HAZARDOUS MATERIAL INCIDENT

DIRECTOR, IRWIN MEMORIAL BLOOD BANK

Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Participate in HEAR net communications tests and exercises to gain and maintain proficiency.
- o Develop a method to ensure communications redundancy.
- o Train personnel in their roles & responsibilities, plan content, communications, etc.
- o Establish coordinating procedures and agreements, as necessary, with hospitals, professional societies, suppliers, and other blood banking systems.
- o Establish policies for prioritizing blood product requests and for allocating blood resources, in conjunction with hospitals, the Department of Health, etc.
- o Determine operational integrity of facility and establish a relocation site should current facility be inoperable.

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Emergency Period

- o Avoid all contact with the suspected hazardous substance. Take appropriate self-protective measures (time, distance and shielding).
- o Report to Medical Command Post (MCP), if activated, and activate disaster plan consistent with plans developed by the California Blood Banking system and the Emergency Operations Plan of the City and County of San Francisco.
(NOTE: The primary MCP site is 135 Polk St., 1st Fl. conference room. Alternate sites are SFGH, Room 2A6; Laguna Honda Hospital Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)
- o Follow directions of Toxics staff for protection of personnel and blood supply.

IRWIN MEMORIAL BLOOD BANK - cont'd.

- o Establish communications with Irwin Memorial Blood Bank at Turk and Masonic Sts. by HEAR radio, runners, or RACES if possible. Obtain status reports from Irwin (facility damage, inventory, staff and supply shortages, etc.) on a regular basis.
- o Receive and act on requests for blood products. Hospitals will direct their requests for blood products to the MCP.
- o Supervise and coordinate all post-disaster activities concerned with the procurement, storage and distribution of blood supplies within the City & County of San Francisco. Make every attempt to distribute only processed blood products and initiate procedures to obtain processed blood products from jurisdictions not affected by the disaster.
- o Allocate blood resources according to pre-established policy if so charged by the Director of Health or designee. (NOTE: The Director of Health may delegate that responsibility to the Director of the Blood Bank or designee.)
- o Maintain record of all activities and actions taken during emergency.

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Post-Emergency Period

- o Continue to provide services.
- o Phase out emergency procedures and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn in record of activities as directed.

Appendix D-2

EMERGENCY ACTION CHECKLIST
RESPONSE TO HAZARDOUS MATERIAL INCIDENT

CHIEF, SFGH PARAMEDIC DIVISION

Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Establish and maintain contact with military liaison.

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- o Avoid all contact with the suspected hazardous substance. Take appropriate self-protective measures (time, distance and shielding).
- o Go to Medical Command Post (MCP), if activated, and obtain status report (NOTE: The primary MCP site is 135 Polk St., 1st FL. conference room. Alternate sites are SFGH, Room 2A6; Laguna Honda Hospital, Admin. area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function in that capacity. There is only one MCP and these sites will not be functioning simultaneously.)
- o Verify all intelligence pertinent to casualty care. Verify with affected Battalion Fire District Stations for the presence of any large group of casualties not at Casualty Care Facilities (CCFs).
- o Assess need for opening casualty collection points for evacuation in coordination with other EMS working units. Forward all recommendations to the EMS Coordinator.
- o Establish, organize, staff and supply CCPs in coordination with other MCP components and the ECC, if activated.
 - + Smoke, flags, etc., necessary to assist with aircraft landing.
 - + Staffing.
 - ** Attempt to maximize communications by pairing City and private ambulance personnel at CCPs. This will allow for direct communications capability from the CCP site to both the MCP and the hospitals. Both SF Ambulance and King & American have the HEAR frequency on its portable units.

CHIEF, SFGH PARAMEDIC DIVISION - cont'd.

- ** Coordinate with Patient Treatment to staff CCPs with RNs &
 in addition to pre-hospital personnel.
- + Supplies.
- + Transportation.
- + Evacuation of patients from Casualty Care Facilities.
- + Selection of site based on location of casualties, available air-
 craft space requirements for landing, Toxic's recommendations.
- + Appropriate monitoring and decontamination procedures if needed.
- o Consider moving large numbers of people in MUNI buses, road conditions
 etc., permitting. NOTE: MUNI buses all have radios.
- o Serve as a liaison with the military in support of CCP operations.
- o Provide projections of needed resources and status reports on a regu-
 lar basis.
- o Maintain record of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Coordinate phase out with military support personnel, as required.
- o Turn in record of activities as directed.

Appendix D-2

EMERGENCY ACTION CHECKLIST RESPONSE TO HAZARDOUS MATERIAL INCIDENT

APPOINTEES FROM SF MEDICAL SOCIETY
WEST BAY HOSPITAL CONFERENCE
SF EMERGENCY PHYSICIANS ASSOCIATION

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Obtain training in roles and responsibilities, plan content, etc.

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Emergency Period

- o Avoid all contact with the suspected hazardous substance. Take appropriate self-protective measures (time, distance and shielding).
- o Go to Medical Command Post (MCP), if activated, and obtain status report (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area and Health Center #2, in that order. An alternate MCP will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)
- o Collect and organize information on hospital status including:
 - + Physical plant status.
 - + Critical short and long term needs, including blood and other medical and material supplies.
 - + Number of casualties/injured.
 - + Number of medical responder personnel.
 - + Status of Casualty Care Facility (CCF) operations.
 - + Bed status.
- o Establish a schedule, in coordination with Blood Bank and Communications function, to obtain hospital reports of blood and supply needs on a regular basis.
- o Maintain hospitals and field status board.
- o Provide MCP with regular reports on hospital and field status and information concerning problems/projections which will need intervention./coordination with the Emergency Coordination Center (ECC).

APPOINTEES: SFMS; WBHC; SFEPA - cont'd.

Emergency Period

- o Allocate available medical resources and meet critical needs in coordination with other MCP staff.
- o Coordinate with Toxics on issues pertinent to management and decontamination.
- o Coordinate with Public Health programs and CCP function to determine need/feasibility of opening field treatment units (first aid stations, health centers, CCPs, etc.)
- o Coordinate with the Public Information Officer (PIO) to disseminate information to the public about hospital closures and additional resources available for medical care.
- o Coordinate with Mental Health for additional support services, if needed
- o Make recommendations to EMS Coordinator concerning hospital closures, diversion of casualties from one site to another, etc.
- o Maintain record of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn in record of activities as directed.

Appendix D-2

EMERGENCY ACTION CHECKLIST RESPONSE TO HAZARDOUS MATERIAL INCIDENT

FIELD PARAMEDIC

Pre-Emergency Period

- o Review disaster plan at least twice annually.
- o Obtain training in roles, responsibilities, plan content, etc.

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Emergency Period

- o Recognize the situation as hazardous or involving hazardous materials, & notify CMED/Fire Department of suspected hazardous materials incident.
- o Avoid all contact with the suspected substance. Take appropriate self-protective measures (time, distance and shielding).
- o Isolate the area (zone around the hazardous material).
- o Establish contact with CMED. Report status of personnel, supplies, equipment and vehicles.
- o If communications are intact, go to the District Battalion Fire Station as assigned by CMED. If not, go to the nearest Battalion Station. (NOTE At least one City Paramedic with a radio should be at each affected Fire Battalion Station(s).)
- o Off-duty City Paramedics should report to the nearest Battalion Fire Station, bringing appropriate paramedic identification with them.
- o Paramedics will work under the direction of the Battalion Fire Chief, until the Medical Command Post (MCP) is operational. The most senior paramedic at the Battalion Fire Station will report directly to the Battalion Chief and direct other paramedics. Primary responsibilities of the senior paramedic include: participation in damage assessment and assessment of medical status in the district, relay information and medical needs, and casualty care.
(NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are SFGH, Room 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)

Medical Operations
Response to Hazardous
Material Incident

FIELD PARAMEDIC - cont'd.

- o Provide medical care at CCPs, hospitals, health centers, clinics, search & rescue sites, etc., if reassigned by the Battalion Fire Chief or Medical Command Post (MCP). (NOTE: Every attempt will be made to maximize communications by pairing City and private ambulance personnel at CCPs. This will allow for direct communications from the CCP site to both the MCP and the hospitals.)
- o Follow instructions provided by Toxics for self-protection, monitoring and decontamination.
- o Maintain a record of all activities.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operations as directed.
- o Turn in all records as directed.

EMERGENCY ACTION CHECKLIST
RESPONSE TO HAZARDOUS MATERIAL INCIDENT

PRIVATE AMBULANCE PERSONNEL

Pre-Emergency Period

- o Review and test disaster plan at least twice annually.
- o Obtain training in roles, responsibilities, plan content, etc.

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Emergency Period

- o Recognize the situation as hazardous or involving hazardous materials, and notify CMED/Fire Department of suspected hazardous materials incident.
- o Avoid all contact with the suspected hazardous substance. Take appropriate self-protective measures (time, distance and shielding).
- o Isolate the area (zone around the hazardous material).
- o Establish contact with respective dispatch centers. Report status of personnel, supplies, equipment and vehicles.
- o If communications are intact, go to an acute care hospital as assigned by dispatch. If communications are not intact, go to the nearest hospital. (NOTE: The mobile radios for both King & American and SF Ambulance carry the HEAR frequency. K & A portable radios also carry the HEAR frequency. Distribution of private ambulances to hospitals will provide the hospitals with redundancy on the HEAR frequency.)
- o Off-duty paramedics and EMT-Is should report to the nearest hospital bringing appropriate paramedic or EMT-I identification with them.
- o Provide medical care in coordination with the respective hospital's casualty care efforts, and consistent with local policies and procedures and State Regulations for level of certification.

PRIVATE AMBULANCE PERSONNEL - cont'd.

Emergency Period - cont'd.

- o Provide medical care at CCPs, health centers, clinics, search & rescue sites, etc., if reassigned by the Battalion Fire Chief or the Medical Command Post (MCP). (NOTE: Every attempt will be made to maximize communications by pairing City and private ambulance personnel at CCPs. This will allow for direct communications from the CCP site to both the MCP and the hospitals.)
- o Follow instructions provided by TOXICS for self-protection, monitoring and decontamination.
- o Maintain a record of all activities and actions taken during emergency

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operations as directed.
- o Turn in records of activities as directed.

Appendix D-2

EMERGENCY ACTION CHECKLIST RESPONSE TO HAZARDOUS MATERIAL INCIDENT

C-MED DISPATCHERS

Pre-Emergency Period

- o Review disaster plan at least twice annually.
- o Obtain training in roles, responsibilities, plan content, etc.

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Emergency Period

All Dispatch Stations

- o Avoid all contact with the suspected hazardous substance. Take appropriate self-protective measures (time, distance and shielding).
- o Recognize the situation as hazardous or involving hazardous materials, and notify Fire Department and other agencies per hazardous materials notification protocol.
- o Conduct radio frequency checks.
 - + IF CMED IS NOT OPERABLE or physical environment is unsafe, move to safe adjacent area & attempt communications with portable radios
 - + If portable radio transmissions are successful, conduct ambulance roll call and ascertain survivability of units, personnel and supplies. Assign personnel with portable radios to affected Battalion Fire Headquarters Station(s). Proceed to MCP at SFGH, Rm 2A6 if that site is secure.
 - + Alternate sites are Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)

IF COMMUNICATIONS EQUIPMENT IN CMED IS OPERABLE, OR IF DISPATCHING FROM THE MEDICAL COMMAND POST (MCP), PROCEED WITH THE FOLLOWING:

Dispatch Postion 1

- o Continue to answer 911 calls (at CMED only) until 911 is suspended at

C-MED DISPATCHERS - cont'd.

Dispatch Position 1 - cont'd.

the Public Service Answering Point (PSAP). If unable to provide ambulance service due to the magnitude of the disaster, notify caller of such. Provide self-help instructions to call as appropriate.

- o Establish radio contact with SFFD to ascertain survivability and activation of the Emergency Coordination Center (ECC) and the affected Battalion Station(s), as appropriate.
- o Conduct ambulance roll call and ascertain survivability of on-duty units Dispatch units to affected Fire Battalion Headquarters Station(s), so that at least one EMT-P and radio are assigned to each of the affected Battalion Station(s).
- o Establish liaison with SFFD.
- o Receive updated information from field units assigned to affected Battalion Stations(s):
 - + Location(s) or any changes of location(s) of triage and treatment areas.
 - + Access/egress routes.
 - + Numbers of casualties.
 - + Estimation of equipment needs.
 - + Estimate of transportation needs.

Dispatch Positions 2 & 3

- o Establish radio contact with on duty Field Supervisor.
- o Establish contact with Chief of Division.
- o Initiate private sector roll call to ascertain survival of field units and availability. (To provide hospitals with redundancy on the HEAR net, private ambulances and their personnel will be assigned to hospitals. Both K & A and SF Ambulance have the HEAR frequency on their mobile units. K & A also has the HEAR frequency on its portable units.)
- o Conduct HEAR net roll call and updates.

Medical Operations
Response to Hazardous
Material Incident

C-MED DISPATCHERS - cont'd.

- o Determine existence of Medical Command Post (MCP) at 135 Polk St., 1st Fl. conference room (or alternate sites: SFGH, Laguna Honda Hospital, Health Center #2 in that order) and establish lines of communication to same.
- o Receive information and transmit messages to the MCP.
- o Ensure that all information pertinent to personnel safety is transmitted to field units, hospitals, etc., as appropriate.
- o Transmit messages from the MCP to appropriate destination.
- o Assist other dispatchers as needed.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operations as directed.

Appendix D-3

EMERGENCY ACTION CHECKLIST
RESPONSE TO RESERVOIR FAILURE

DIRECTOR OF HEALTH or DESIGNEE

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Ensure that all DPH employees are trained in their roles, responsibilities, plan content, etc.
- o Promote and provide resources for community disaster preparedness.

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Warning/Alert Period

The warning period for reservoir failure is very short, often 15 minutes or less. Potential areas for inundation will depend on the reservoir site.

- o Prepare to evacuate or evacuate areas threatened by potential inundation
- o Notify and retain key staff.
- o Coordinate notification and evacuation plans for health facilities and personnel in threatened areas; ensure that changes in warning/alert status are promptly issued to those sites/personnel.
- o Coordinate with other City officials concerning possible activation of the Emergency Coordination Center (ECC) at 1003 Turk St.

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Emergency Period

- o Go to ECC at 1003 Turk St., if activated.
- o Obtain and verify damage assessments/status reports from affected Fire Battalion Headquarters station(s) and Medical Command Post (MCP), if activated.
- o Assess staffing, including DPH representation at each affected Fire Battalion Headquarters station, and assign personnel to key positions as necessary.
- o Determine status of medical facilities (all), medical support facilities and resupply resources.

Medical Operations
Response to Reservoir
Failure

DIRECTOR OF HEALTH or DESIGNEE - cont'd.

Emergency Period - cont'd.

- o Coordinate with other departments to evacuate health facilities/personnel from threatened/inundated areas and to provide safety instructions for same.
- o Assess communications status; coordinate with Department of Electricity to restore critical medical communication links, as needed.
- o Mobilize, organize and direct the operations of the Medical Command Post (MCP) and the Medical and Health Service.
- o Direct all emergency medical care and treatment of the sick and injured.
- o In coordination with Red Cross, provide support to sheltered population.
- o Allocate medical resources and procure additional resources as needed.
- o Coordinate the operations of the Medical and Health Service with City Departments and other support services/agencies.
- o Request mutual aid resources from OES Region 2, SF OES, as might be necessary.
- o Provide status reports to the Mayor and ECC on a regular basis.
- o Maintain a log of events and actions taken during the emergency

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operations.
- o Release medical mutual aid personnel/equipment when no longer needed.
- o Organize and direct Health Department operations to obtain, as might be available, appropriate federal disaster reimbursement funds.
- o Ensure preparation of After-Action Report and distribute to departments/agencies as directed.

Appendix D-3

EMERGENCY ACTION CHECKLIST RESPONSE TO RESERVOIR FAILURE

DEPUTY DIRECTOR OF OPERATIONS or DESIGNEE
(Director of Medical Command Post)

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Ensure that staff are trained in their roles, responsibilities, plan content, etc.
- o Establish coordinating agreements and procedures with other Health Department Directors, other City agencies, etc., as necessary.

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Warning/Alert Period

The warning period for reservoir failure is very short, often 15 minutes or less. Potential areas of inundation will depend on the reservoir site.

- o Prepare to evacuate or evacuate areas threatened by potential inundation
- o Primary Medical Command Post (MCP) will not likely be affected by a ser-reservoir failure; if MCP is relocated ensure new site is not affected.
- o Notify and retain key personnel.
- o Assess personnel, supply and communications resources; notify Director of Health of status, plans and needs.
- o Notify suppliers of potential needs.
- o Coordinate with Environmental Health to determine potential environmental hazards and mitigation alternatives, and to plan/begin inspection of mass care shelters likely to be opened by Red Cross or Salvation Army

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Emergency Period

- o Establish contact with MCP and Emergency Coordination Center (ECC) at 1003 Turk St., if activated. Notify Director of Health of presence; in absence of the Director and Associate Director of Health, the Mayor

DEPUTY DIRECTOR OF OPERATIONS or DESIGNEE - cont'd.

Emergency Period - cont'd.

may require the presence of the Deputy Director in the ECC. (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)

- o Obtain and verify status reports/damage assessments.
- o Assess communications status; coordinate with the ECC/Departments of Electricity to restore critical communications links if necessary.
- o Determine status of Health Department personnel at affected Battalion Headquarters Fire station(s) and possible augmentation requirements.
- o Organize the MCP; assess MCP staffing needs and assign personnel to fill positions if designees are not present. Coordinate with ECC to bring in Key City personnel living in other counties, as might be needed.
- o Coordinate all activities of the MCP. Develop a system for intra-organizational communication among the MCP components. The components are Emergency Medical Services, Mental Health, Operations & Public Health.
- o In coordination with ECC, assess overall resources and needs of the medical care system.
- o Determine best utilization and allocation of emergency medical and health resources, in coordination with the ECC.
- o Coordinate with other departments through the Director of Health and the ECC regarding notification and evacuation plans for health facilities & personnel in threatened/inundation areas; ensure that changes in warning or alert status are promptly issued to those sites/personnel.
- o Coordinate the provision of emergency medical, environmental and mental health support to sheltered populations.
- o Develop a media program in coordination with the Public Information Officer (PIO) and ECC; ensure that the community receives information necessary to maintain public health and safety.

DEPUTY DIRECTOR OF OPERATIONS or DESIGNEE - cont'd.

Emergency Period - cont'd.

- o Provide the ECC with status reports on a regular basis.
- o Advise the Director of Health/ECC, if activated, on key issues and recommend actions.
- o Assess need and make recommendations for obtaining mutual aid resources.
- o Maintain a record of all activities and actions taken during emergency.
- o Ensure accurate record-keeping by all MCP personnel.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release medical mutual aid personnel/equipment when no longer needed.
- o Advise MCP staff on record-keeping/procedural matters related to possible federal reimbursement.
- o Prepare After-Action Report of actions and distribute to departments and agencies as directed.

Appendix D-3

EMERGENCY ACTION CHECKLIST
RESPONSE TO RESERVOIR FAILURE

PUBLIC INFORMATION OFFICER or DESIGNEE

Pre-Emergency Period

- o Review and/or revise disaster plan at least twice annually.
- o Establish coordinating procedures and agreements with Mayor's Press Secretary, Office of Emergency Services, etc.
- o Maintain current lists of news media personnel and agencies: AP, UPI, local and regional newspapers, radio and TV stations.
- o Prepare and have available printed and videotaped news releases (in English, Spanish and Chinese, etc. as appropriate) to include the following: water purification procedures; preparation, storage and use of foodstuffs; simple first aid instructions including reference to information in the phone book; and household safety procedures.

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Warning/Alert Period

The warning period for reservoir failure is very short, often 15 minutes or less. Potential areas of inundation will depend on the reservoir site.

- o Avoid, prepare to evacuate, or evacuate areas threatened by potential inundation.
- o Coordinate with Mayor's Press Secretary, OES, etc., concerning opening of a media center.
- o Prepare and transmit news releases in coordination with City-wide media efforts, including safety instructions for facilities and personnel.

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Emergency Period

- o Report to the Media Center, if established, Otherwise report to the Medical Command Post (MCP), if activated, and obtain situation briefing. (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)

PUBLIC INFORMATION OFFICER or DESIGNEE - cont'd.

Emergency Period - cont'd.

- o Assess needs and obtain additional staff from personnel pool as needed.
- o Establish communications and coordinate activities with the Mayor's Press Secretary and the Emergency Coordination Center (ECC), if activated.
- o Gather information from MCP staff, etc., and assemble and prepare information for news releases by PIO or Director of Health.
- o Set up and designate an area near the MCP only for media use and restrict their activity to this area.
- o Observe established constraints on release of information.
- o Transmit news releases to media at regular intervals, including safety instructions for personnel & facilities, in coordination with City-wide efforts. Use the telephone for interviews and to advise & update media.
- o Follow radio and TV reports for new information.
- o Establish procedures for rumor control and rumor verification.
- o Maintain a record of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operating procedures
- o Prepare post-incident releases and/or summary information for use by the media.
- o Turn in record of activities as directed.

Appendix D-3

EMERGENCY ACTION CHECKLIST RESPONSE TO RESERVOIR FAILURE

EMS AGENCY MEDICAL DIRECTOR or DESIGNEE

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Ensure that staff are trained in their roles and responsibilities, plan content, etc.
- o Establish coordinating agreements and procedures as necessary for medical mutual aid.

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Warning/Alert Period

The warning period for reservoir failure is very short, often 15 minutes or less. Potential areas of inundation will depend on the reservoir site.

- o Avoid, prepare to evacuate, or evacuate areas threatened by potential inundation.
- o Notify and retain key staff.
- o Assess and update evacuation plans/status for health facilities and personnel in threatened areas; ensure that changes in warning/alert status are promptly issued to those sites/personnel.
- o Assess personnel, vehicles, facility, supply and communication resources develop plans to fill potential needs.
- o Prepare for activation of the Medical Command Post (MCP).

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Emergency Period

- o Go to MCP, if activated, and obtain status report. Be prepared to assume role of Director of Medical Command Post in the absence of the Deputy Director of Operations. (NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is unable to function.)

EMS AGENCY MEDICAL DIRECTOR or DESIGNEE - cont'd.

Emergency Period - cont'd.

- o Organize EMS component; assign staff as needed if designated persons are not available. The working units are: Message Control, Communications, Blood Bank; CCP/Evacuation; and Patient Treatment. (NOTE: Patient Treatment includes the hospitals and responsibility for field triage & treatment.)
- o Coordinate all activities of the EMS component.
- o Develop a system for intra-organizational communication among the EMS working units.
- o Assess overall resources and needs of medical care system with staff.
- o Determine best utilization and allocation of emergency medical and health resources, in coordination with MCP and Emergency Coordination Center (ECC), if activated.
- o Coordinate EMS component activities with the Public Health, Operations, and Mental Health elements of the Department of Public Health.
- o Coordinate with ECC and other MCP components regarding notification and evacuation plans for health facilities and personnel.
- o Coordinate with ECC and other MCP components to provide safety instructions established, for the management of the of the disaster, for health facilities and personnel.
- o Provide Director of the MCP with status reports on a regular basis. Advise Director of MCP and Director of Health on key issues & recommended actions.
- o Assess need and make recommendations for obtaining mutual aid resources.
- o Maintain a record of all activities and actions taken during emergency.
- o Ensure accurate record-keeping by all EMS working units.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn in record of activities as directed.

EMERGENCY ACTION CHECKLIST
RESPONSE TO RESERVOIR FAILURE

EMS COORDINATOR

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.

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Warning/Alert Period

The warning period for reservoir failure is very short, often 15 minutes or less. Potential areas of inundation will depend on the reservoir site.

- o Avoid, prepare to evacuate, or evacuate areas threatened by potential inundation.
- o Prepare for activation of the Medical Command Post (MCP), including set up of the facility.

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Emergency Period

- o Go to the MCP, if activated, and obtain status report. (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.
- o Organize message flow if not already done.
- o Utilize the personnel pool to obtain runners, scribes for maintaining status boards, and a recorder. Assign one runner and one scribe to each program area (Operations; EMS; Mental Health & Public Health Programs) and one to Triage, if possible.
- o Instruct runners, scribes and recorder in their duties.
- o Coordinate with Communications to ensure efficient and effective transmission of information.
- o Receive messages from all sources of communication; ensure that all messages are transmitted in writing. (NOTE: So that runners from hospitals and other facilities can be officially identified, they will be given a code word or phrase to use. The code will be determined by Communications, who has responsibility for organizing communication links to all sites. Verify the code upon receipt of the message.)

EMS COORDINATOR - cont'd.

Emergency Period - cont'd.

- o Make sure that all messages are properly marked with date and time (using a 24 hour clock), source and mode of transmission.
- o Announce critical events/messages which affect all working units to Medical Command Post (MCP) staff (e.g. alerts, area evacuations, etc.); maintain status board of critical events/messages.

TRIAGE ALL MESSAGES TO APPROPRIATE DEPARTMENT/COMPONENT AND ASSIGN APPROPRIATE PRIORITY FOR ACTION.

- o If outgoing communications are bottle-necked, prioritize outgoing messages. Messages with information critical to facilities and personnel safety are a priority.
- o Provide status reports to the MCP on a regular basis.
- o Maintain a log of activities and actions taken during emergency.

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Post-Emergency Period

- o Ensure that all messages are retained and are filed chronologically.
- o Release runners, scribes and recorder to their normal duties.
- o Turn in log of activities as directed.

Appendix D-3

EMERGENCY ACTION CHECKLIST RESPONSE TO RESERVOIR FAILURE

COMMUNICATIONS SUPERVISOR, SFGH PARAMEDIC DIVISION or DESIGNEE

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.

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Warning/Alert Period

The warning period for reservoir failure is very short, often 15 minutes or less. Potential areas of inundation will depend on the reservoir site.

- o Avoid, prepare to evacuate, or evacuate area threatened by potential inundation.
- o Assess physical status of CMED. (NOTE: CMED is unlikely to be greatly affected by this inundation emergency.)
- o Assess communications resources and potential needs; develop plans to fill those needs.
- o Notify and retain personnel.
- o Contact MUNI and radio amateurs (RACES) to enlist communications support as needed.
- o Ensure that CMED provides field units and facilities with any updates of status of warning/alert, evacuation routes, etc.
- o Prepare for activation of the Medical Command Post (MCP), including set up of the facility.

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Emergency Period

- o Go to MCP, if activated, and obtain status report. (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)

COMMUNICATIONS SUPERVISOR - cont'd.

Emergency Period - cont'd.

- o Establish whether CMED is operable. If CMED is operable, assign a fourth dispatcher to handle radio communications related to the disaster including the HEAR net.
- o Coordinate all communications staffing assignments.
- o If CMED is unable to function, notify the MCP and Emergency Coordination Center (ECC), if activated. Assign communications staff to the alternate designated MCP, if activated. Alternate MCPs are: SFGH, Laguna Honda Hospital and Health Center #2, in that order. (NOTE: If Health Center #2 becomes the MCP, all communications will be done at the ECC, if activated, with messages sent to HC #2 by runner until a radio or telephone link can be established.)
- o Assign communications staff to ECC, if activated. Assign staff to the OES Communications Van when and if activated. Consider assigning communications staff, in coordination with Dept. of Electricity, to Christmas Tree Point (CRS Twin Peaks), if needed. Establish communications with:
 - + ECC.
 - + Hospitals.
 - + Battalion Headquarters Fire Stations in impacted district(s).
 - + Blood Bank.
 - + Health Centers.
 - + Private Ambulance Dispatch Centers.
- o Establish procedures for aircraft/helicopter communications with ECC for coordination with military and civilian pilots for CCPs and other landing sites.
- o Obtain status reports/damage assessments from Battalion Headquarters Fire Station in impacted district(s), ECC, etc.
- o Consider accessing MUNI communications resources if needed; all buses and supervisors have radios.
- o Determine status and availability of RACES personnel and assign to critical sites where radio support is most needed. If need exceeds availability of amateur radio personnel, a schedule of rotating sites may need to be set up. MCP, ECC and Blood Bank are priority locations.

COMMUNICATIONS SUPERVISOR - cont'd.

Emergency Period - cont'd.

- o Notify Irwin Blood Bank that MCP is to be activated: date, time & place, and that Director of Irwin should report to MCP.
- o Instruct CMED and radio amateur dispatchers that messages critical to facility and personnel safety are a priority and must be transmitted promptly.
- o Develop a system for radio battery exchange and replacement for radios used in the field, as might be required.
- o Obtain runners through personnel pool and establish a regular communications link with key sites. (NOTE: Assign a code word or phrase for all runners to use upon receipt and acceptance of messages. Notify all facilities communicating with the MCP via messenger to utilize the code on all written transmissions. This will help to identify the messages as official. Also notify Message Control at the MCP of the code used.)
- o Forward all messages from CMED to the MCP and report communications status to MCP and ECC, if activated, on a regular basis.
- o Coordinate with CCP function to provide communication resources to CCPs.
- o Maintain a record of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn in record of activities as directed.

Appendix D-3

EMERGENCY ACTION CHECKLIST RESPONSE TO RESERVOIR FAILURE

DIRECTOR, IRWIN MEMORIAL BLOOD BANK

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Participate in HEAR net communications tests and exercises to gain and maintain proficiency.
- o Develop a method to ensure communications redundancy.
- o Train personnel in their roles and responsibilities, plan content, communications, etc.
- o Establish coordinating procedures and agreements, as necessary, with hospitals, professional societies, suppliers, and other blood bank systems.
- o Establish policies for prioritizing blood product requests and for allocating blood resources, in conjunction with hospitals, the Department of Health, etc.

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Warning/Alert Period

The warning period for reservoir failure is very short, after 15 minutes or less. Potential areas of inundation will depend on the reservoir site.

- o Avoid areas threatened by potential inundation.
- o Notify and retain key personnel.
- o Assess potential needs and resources; notify suppliers and other blood bank systems of potential needs.
- o Advise field personnel of status of warning/alert, movement routes, etc.
- o Prepare for activation of the Medical Command Post (MCP), if notified.

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Emergency Period

- o Report to MCP and activate disaster plan consistent with plans developed

IRWIN MEMORIAL BLOOD BANK - cont'd.

Emergency Period - cont'd.

by the California Blood Banking System and the Emergency Operations plan of the City and County of San Francisco. (NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)

- o Establish communications with Irwin Blood Bank at Turk & Mason Sts. by HEAR radio, runners, or Races if possible. Obtain status reports from Irwin (inventory, staff and supply shortages, etc.) on a regular basis.
- o Coordinate with Communications to provide Irwin's personnel with safety instructions established for management of the emergency.
- o Receive and act on requests for blood products. Hospitals will direct their requests for blood products to the MCP.
- o Curtail blood deliveries to unsafe areas, as circumstances dictate.
- o Make every attempt to distribute only processed blood products and initiate procedures to obtain processed blood products from jurisdictions not affected by the disaster.
- o Allocate blood resources according to pre-established policy if so charged by the Director of Health or designee. (NOTE: The Director of Health or designee shall allocate blood resources. However, the Director of Health may delegate that responsibility to the Director of the Blood Bank or his designee.)
- o Maintain a record of all activities and actions taken during emergency.

IRWIN MEMORIAL BLOOD BANK - cont'd.

Post-Emergency Period

- o Coordinate and supervise all post-disaster activities concerned with the procurement, storage and distribution of blood supplies within the City and County of San Francisco.
- o Continue to provide services as might be required.
- o Phase out emergency procedures and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn in record of activities as directed.

Appendix D-3

EMERGENCY ACTION CHECKLIST
RESPONSE TO RESERVOIR FAILURE

CHIEF, SFGH PARAMEDIC DIVISION

Pre-Emergency Period

- o Review and/or test disaster plan at least twice annually.
- o Establish and maintain contact with military liaison.

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Warning/Alert Period

The warning period for reservoir failure is very short, often 15 minutes or less. Potential areas of inundation will depend on the reservoir site.

- o Avoid, prepare to evacuate, or evacuate areas threatened by potential inundation.
- o Notify and retain key personnel.
- o Assess potential needs and available resources; develop contingencies to meet these needs and notify suppliers of potential needs.
- o Determine CCP location(s) which would most likely open first, if needed.
- o Prepare for activation of the Medical Command Post (MCP).

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Emergency Period

- o Go to MCP, if activated, and obtain status report. (NOTE: The primary MCP is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)
- o Verify all intelligence pertinent to casualty care. Verify the presence of any large groups of casualties not at Casualty Care Facilities (CCFs) with the affected District Headquarters Fire Battalion Stations(s).

CHIEF, SFGH PARAMEDIC DIVISION - cont'd.

Emergency Period - cont'd.

- o Assess need for opening casualty collection points (CCPs) for evacuation in coordination with other EMS working units. Forward all recommendations to the EMS Coordinator.
- o Coordinate activation of CCPs on any federally owned sites through the Emergency Coordination Center (ECC), if activated. They are:
 - + Crissy Field at Presidio of San Francisco.
 - + Letterman Army Hospital - Presidio of San Francisco.
 - + Fort Mason - Golden Gate National Recreation Area.
- o Check with Communications function to determine established procedure for communications coordination with military and civilian aircraft.
- o Establish, organize, staff and supply CCPs, if activated, in coordination with other MCP components and the ECC:
 - + Smoke, flags, etc., necessary to assist with aircraft landing.
 - + Staffing.
 - ** Attempt to maximize communications by pairing City and private ambulance personnel at CCPs. This will allow for direct communications capability from the CCP site to both the MCP and the hospitals. Both SF Ambulance and King & American have the HEAR frequency in their mobile units. K&A also has the HEAR frequency on its portable units.
 - ** Coordinate with Patient Treatment to staff CCPs with RNs and MDs, in addition to pre-hospital personnel.
 - + Supplies.
 - + Transportation.
 - + Evacuation of patient from Casualty Care Facilities.
 - + Selection of site in an area not threatened by inundation, with consideration for location of casualties and available aircraft space requirements for landing.
- o Consider requesting MUNI buses to move large numbers of persons, in coordination with ECC, road conditions, etc., permitting. (NOTE: All MUNI buses have radios.)
- o Coordinate collection of the dead at CCP sites with the Coroner.
- o Coordinate with SFFD and SFPD to provide fire support and perimeter control at the aircraft landing site(s), as required.

CHIEF, SFGH PARAMEDIC DIVISION - cont'd.

Emergency Period - cont'd.

- o Serve as a liaison with the military in support of CCP operations, as might be required,
- o Provide projections of needed resources and status report of CCP operations,
- o Provide projections of needed resources and status reports on a regular basis,
- o Provide personnel with safety instructions established for management of the disaster,
- o Maintain a record of all activities and actions taken during emergency,

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations,
- o Coordinate phase out with military support personnel as appropriate,
- o Turn in record of activities as directed,

EMERGENCY ACTION CHECKLIST
RESPONSE TO RESERVOIR FAILURE

APPOINTEES FROM SF MEDICAL SOCIETY

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Obtain training in roles and responsibilities, plan content, etc.

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Warning/Alert Period

The warning period for reservoir failure is very short, often 15 minutes or less. Potential areas of inundation will depend on the reservoir site.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Listen to emergency broadcast network on AM radio for safety instruction and status reports.
- o Establish communication with Health Department to determine status of disaster response, need to report to Medical Command Post (MCP), etc. (If phone lines are disrupted, access through police or fire stations, MUNI buses if necessary.)
- o Prepare for activation of the MCP if notified.
- o Assess status of facilities and medical responders in coordination with other MCP personnel; develop contingencies for providing critical health services.

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Emergency Period

- o Go to MCP, if activated, and obtain status report. (NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)

APPOINTEES: SFMS; WBHC; SFEPA - cont'd.

Emergency Period - cont'd.

- o Collect and organize information on hospital status including:
 - + Physical plant status.
 - + Critical short and long term needs, including blood and other medical and material supplies.
 - + Number of injured.
 - + Number of medical personnel responders.
 - + Status of Casualty Care Facility (CCF) operations.
 - + Bed status.
 - + Evacuation needs/plans, if appropriate.
- o Establish a schedule, in coordination with Blood Bank and Communications function, to obtain hospital reports of blood and supply needs on a regular basis.
- o Maintain hospitals and field status board if not scribe is available.
- o Provide MCP with regular reports on hospital and field status and informed of problems/projections which will need intervention/coordination with Emergency Coordination Center (ECC), if activated.
- o Allocate available medical resources and meet critical needs in coordination with other MCP staff.
- o Coordinate with Public Health programs and Casualty Collection Point (CCP) function to determine need/feasibility of opening field treatment units (first aid stations, health centers, CCPs, etc.)
- o Manage medical personnel pool resources; personnel resources may be needed to augment hospitals and field treatment units (first aid stations, health centers, CCPs, etc.). Be prepared to move MDs and RNs from hospitals to support CCPs as they open.
- o Coordinate with the Public Information Officer (PIO) to disseminate information to the public about hospital closures and additional resources available for medical care.
- o Coordinate with Mental Health for additional support services, if needed.

APPOINTEES: SFMS; WBHC; SFEPa - cont'd.

Emergency Period - CONT'D.

- o Coordinate with other MCP components to provide health facilities and personnel with safety instructions developed for management of the disaster.
- o Make recommendations to EMS Coordinator concerning hospital closures, diversion of casualties from one site to another, etc.
- o Maintain a record of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn in record of activities as directed.

Appendix D-3

EMERGENCY ACTION CHECKLIST
RESPONSE TO RESERVOIR FAILURE

FIELD PARAMEDIC

Pre-Emergency Period

- o Review disaster plan at least twice annually.
- o Obtain training in roles, responsibilities, plan content, etc.

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Warning/Alert Period

The warning period for reservoir failure is very short, often 15 minutes or less. Potential area of inundation will depend upon the reservoir site.

- o Obtain periodic status reports and routes of evacuation from potential inundation area.
- o Avoid, prepare to evacuate, or evacuate areas threatened by potential inundation.
- o Assist citizens in evacuation as needed.

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Emergency Period

- o Establish contact with CMED. Report status of personnel, supplies, equipment and vehicles.
- o Evacuate unsafe areas: assist others as needed,
- o If communications are intact, go to the District Battalion Fire Station as assigned by CMED. If not, go to the nearest Battalion Fire Station. (NOTE: At least one City paramedic with a radio should be at the affected Battalion Fire Headquarters Station(s).)
- o Off-duty City paramedics should report to the nearest Battalion Fire Station, bringing appropriate paramedic identification with them.

Medical Operations
Response to Reservoir
Failure

FIELD PARAMEDICS - cont'd.

Emergency Period - cont'd.

- o Paramedics will work under the direction of the Battalion Fire Chief, until the Medical Command Post (MCP) is operational. The most senior paramedic at the Battalion Fire District Station will report directly to the Battalion Chief and direct other paramedics. Primary responsibility of the senior paramedic includes: participation in damage assessment of medical status in the district, relay of information and medical needs, and casualty care.
(NOTE: The primary MCP site is 135 Polk St., 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)
- o Provide medical care at CCPs, hospitals, health centers, clinics, search & rescue sites, etc., if reassigned by the Battalion Fire Chief or MCP.
(NOTE: Every attempt will be made to maximize communications by pairing City and private ambulance personnel at CCPs. This will allow for direct communications from the CCP site to both the MCP and the hospitals)
- o Follow safety instructions established for the management of the disaster.
- o Maintain a record of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operations as directed.
- o Turn in all records as directed.

Appendix D-3

EMERGENCY ACTION CHECKLIST RESPONSE TO RESERVOIR FAILURE

PRIVATE AMBULANCE PERSONNEL

Pre-Emergency Period

- o Review and rest disaster plan at least twice annually,
- o Obtain training in roles, responsibilities, plan content, etc.

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Warning/Alert Period

The warning period for reservoir failure is very short, often 15 minutes or less. Potential areas of inundation will depend on the reservoir site.

- o Obtain periodic status report and routes of evacuation from potential inundation area.
- o Avoid, prepare to evacuate, or evacuate areas threatened by potential inundation.
- o Assist citizens in evacuation as needed.

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Emergency Period

- o Establish contact with respective dispatch centers. Report status of personnel, supplies, equipment and vehicles.
- o Evacuate unsafe areas; assist others as needed.
- o If communications are intact, go to an acute care hospital as assigned by dispatch. If communications are not intact, go to the nearest hospital. (NOTE: The mobile radios for King & American and SF Ambulance carry the HEAR frequency. Distribution of private ambulances to hospitals will provide the hospitals with redundancy on the HEAR frequency.)
- o Off-duty paramedics and EMT-Is should report to the nearest hospital, bringing appropriate paramedic or EMT-I identification with them.

PRIVATE AMBULANCE PERSONNEL - cont'd.

Emergency Period - cont'd.

- o Provide medical care in coordination with the respective hospital's casualty care efforts, and consistent with local policies and procedures and State regulations for level of certification.
- o Provide medical care at CCPs, health centers, clinics, search & rescue sites, etc., if reassigned by the Battalion Fire Chief or Medical Command Post (MCP). (NOTE: Every attempt will be made to maximize communications by pairing City and private ambulance personnel at CCPs. This will allow for direct communications from the CCP site to both the MCP and the hospitals.
(NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Helth Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Follow safety instructions established for the management of the disaster.
- o Maintain a record of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operations as directed.
- o Turn in record of activities as directed.

Appendix D-3

EMERGENCY ACTION CHECKLIST RESPONSE TO RESERVOIR FAILURE

C-MED DISPATCHERS

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Obtain training in roles, responsibilities, plan content, etc.

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Warning/Alert Period

The warning period for reservoir failure is very short, often 15 minutes or less. Potential areas of inundation will depend on the reservoir site.

- o Assess potential impact on physical plant status of CMED. (NOTE: It is unlikely that inundation will effect CMED's physical site.)
- o Avoid, prepare to evacuate, or evacuate area threatened by inundation.
- o Provide field units with status reports, routes of evacuation, etc. on a regular basis during emergency.
- o Coordinate with CMED supervisor to retain personnel and initiate personnel call-back system.
- o Prepare for activation of the Medical Command Post (MCP) and CMED's expanded role as communications center for all Health Department operations.

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Emergency Period

All Disptach Positions

- o Conduct radio frequency checks. Ascertain survivability of radio equipment.
 - + Conduct ambulance roll call and ascertain survivability of units, personnel and supplies. Assign personnel with portable radios to the affected Fire Batalion District Headquarters.

C-MED DISPATCHERS - cont'd.

Emergency Period - cont'd.

All Dispatch Positions - cont'd.

(NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)

IF COMMUNICATIONS EQUIPMENT IN CMED IS OPERABLE, OR IF DISPATCHING FROM THE MEDICAL COMMAND POST, PROCEED WITH THE FOLLOWING:

Dispatch Position 1

- o Continue to answer 911 call (at CMED only) until 911 is suspended at the Public Service Answering Point (PASP). If unable to provide ambulance service due to magnitude of the disaster, notify the caller of such. Provide self-help instructions to caller as appropriate.
- o Establish radio contact with SFFD to ascertain activation of the Emergency Coordination Center (ECC) and the designated Battalion Fire Headquarters to be activated.
- o Conduct ambulance roll call and ascertain survivability of on-duty units
- o Transmit pertinent safety information promptly to facilities and personnel.
- o Dispatch units to designated Fire Battalion Station(s), so that at least one EMT-I and radio are assigned to the location.
- o Establish contact with the SFFD.
- o Receive updated information from field units assigned to Battalion Fire Stations:
 - + Locations or any changes of locations of triage & treatment areas.
 - + Access/egress routes.
 - + Number of casualties
 - + Estimate of equipment needs.
 - + Estimate of transportation needs.
 - + Evacuation needs.

Medical Operations
Response to Reservoir
Failure

C-MED DISPATCHERS - cont'd/

Emergency Period - cont'd.

Dispatch Position 2 & 3

- o Establish radio contact with on-duty Field Supervisor.
- o Establish contact with Chief of Division.
- o Initiate private sector roll call to ascertain survival of field units and availability. (To provide hospitals with redundancy on the HEAR net private ambulances and their personnel will be assigned to hospitals. Both K&A and SF Ambulance have the HEAR frequency on their mobile units. K&A also has the HEAR frequency on its portable units.)
- o Conduct HEAR net roll call and updates.
- o Transmit pertinent safety information promptly to facilities & personnel
- o Determine existence of MCP at 135 Polk St, 1st Fl. conference room (or alternate sites: SFGH; Laguna Honda Hospital; or Health Center #2, in that order) and establish lines of communication to same.
- o Receive information and transmit messages to the MCP.
- o Transmit messages from the MCP to appropriate destination(s).
- o Assist other dispatchers as needed.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operations as directed.
- o Forward message logs as directed.

Appendix D-4

EMERGENCY ACTION CHECKLIST
RESPONSE TO A CONFLAGRATION

DIRECTOR OF HEALTH or DESIGNEE

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Ensure that all DPH employees are trained in their roles, responsibilities, plan content, etc.
- o Promote and provide resources for community disaster preparedness.

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Emergency Period

- o Take self-protective measure; avoid/evacuate zone of conflagration; remain upwind of disaster scene.
- o Go to Emergency Coordination Center (ECC) 1003 Turk St., if activated.
- o Obtain and verify damage assessments/status reports from affected Fire Battalion District Station and Medical Command Post (MCP), if activated.
- o Assess staffing needs, including DPH representation at each affected Fire Battalion District Headquarters, and assign personnel to key positions as necessary.
- o Determine status of medical facilities, medical support facilities and resupply resources.
- o Assess communications status; coordinate with Department of Electricity to restore critical medical communication links as necessary.
- o Coordinate with Fire Department and public safety agencies to:
 - + Protect health facilities, resources and personnel.
 - + Determine safest access/egress routes for response personnel to the scene.
 - + Identify safe locations for ambulances/personnel outside the perimeter of the disaster area.
- o Organize, mobilize and direct the operations of the MCP and the Medical and Health Service.
- o Direct all emergency medical care and treatment of the injured.

DIRECTOR OF HEALTH - cont'd.

Emergency Period - cont'd.

- o In coordination with the Red Cross, provide emergency medical support to sheltered population.
- o Allocate medical resources and procure additional resources as needed.
- o Provide Toxics support as needed.
- o Provide mental health resources to the community and to rescuers.
- o Coordinate the operations of the Medical and Health Services with City Departments and other support services/facilities.
- o Ensure that the community is notified of situations/events dangerous to the public health and safety and receives appropriate instruction on preventive measures.
- o Request mutual aid resources as necessary.
- o Provide status reports to the Mayor and ECC, if activated, on a regular basis.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operations.
- o Release medical mutual aid personnel/equipment when no longer needed.
- o Provide continued community mental health support services as needed.
- o Ensure preparation of After-Action Report and distribution to departments/agencies as directed.
- o Organize and direct Health Departments operations to obtain appropriate federal reimbursement funds that might be available.

EMERGENCY ACTION CHECKLIST
RESPONSE TO A CONFLAGRATION

DEPUTY DIRECTOR OF OPERATIONS or DESIGNEE
(Director of Medical Command Post)

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Ensure that staff are trained in their roles, responsibilities, plan content, etc.
- o Establish coordinating agreements and procedures with other Health Department Directors, other City agencies, etc., as necessary.

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Emergency Period

- o Take self-protective measures; avoid/evacuate zone of conflagration; remain upwind of disaster scene.
- o Establish contact with Medical Command Post (MCP) and Emergency Coordination Center (ECC) at 1003 Turk St. Notify Director of Health of presence; in the absence of the Director and Associate Director of Health, the Mayor may require the presence of the Deputy Director in the ECC.
(NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)
- o Obtain and verify status reports/damage assessments.
- o Assess communications status; coordinate with the ECC/Department of Electricity to restore critical communication links if necessary.
- o Determine status of Health Department personnel at affected Battalion Fire Headquarters Fire Station(s) and need for augmentation.
- o If the primary MCP site is inoperable or inaccessible due to the conflagration, assess status of alternate sites. Designate alternate MCP site if it has not already been activated. Notify the ECC and other appropriate agencies of the location of the MCP.

DEPUTY DIRECTOR OF OPERATIONS or DESIGNEE - cont'd.

Emergency Period - cont'd.

- o Organize the MCP; assess MCP staffing needs and assign personnel to fill positions if designees are not present. Coordinate with ECC, if activated, to bring in key personnel living in other counties.
- o Coordinate all activities of the MCP. Develop a system for intra-organizational communication among the MCP components. The components are: Emergency Medical Services, Mental Health, Operations and Public Health.
- o In coordination with ECC, assess overall resources and needs of the medical care service.
- o Determine best utilization and allocation of emergency medical and health resources, in coordination with the ECC, if activated.
- o Coordinate with the Fire Department and public safety agencies through the Director of Health at the ECC, if activated, to determine:
 - + Safety procedures & plans to protect health facilities, personnel and resources.
 - + Safest evacuation routes from the areas threatened by conflagration and safe access/egress routes to casualty care facilities, CCPs.
 - + Safe locations for ambulances/personnel immediately outside the perimeter of the disaster scene, and appropriate access/egress.
- o Develop a media program in coordination with the Public Information Office (PIO) and ECC; ensure that the community receives information necessary to maintain public health and safety.
- o Provide ECC, if activated, with status reports on a regular basis.
- o Advise the Director of Health/ECC on key issues and recommended actions.
- o Assess need and make recommendations for obtaining mutual aid resources.
- o Maintain a record of all activities and actions taken during emergency.
- o Ensure accurate record-keeping by all MCP personnel.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Advise MCP staff on record-keeping/procedural matters related to possible federal reimbursement.
- o Turn in record of activities as directed.

Appendix D-4

EMERGENCY ACTION CHECKLIST
RESPONSE TO A CONFLAGRATION

PUBLIC INFORMATION OFFICER or DESIGNEE

Pre-Emergency Period

- o Review and/or test disaster plan lest twice annually.
- o Establish coordinating procedures and agreements with Mayor's Press Secretary, Mayor's Office of Emergency Services,, etc.
- o Maintain current lists of news media personnel and agencies: AP, UPI, local and regional newspapers, radio and TV stations.
- o Prepare and have available printed and videotaped news releases (in English, Spanis and Chinese as appropriate) to include the following: water purification procedures; preparation, storage and usage of food-stuffs; simple first aid instructions including references to information in the phone book; and household safety procedures.

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Emergency Period

- o Take self-protective measures; avoid/evacuate zone of conflagration; remain upwind of disaster.
- o Report to Media Center, if established. Otherwise report to the Medical Command Post (MCP) and obtain situation briefing.
(NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)
- o Assess needs and obtain additional staff from personnel pool as needed.
- o Establish communications and coordinate activities with Emergency Coordination Center (ECC), if activated, and Mayor's Press Secretary; coordinate with SFFD and public safety agencies so media releases are consistent with security and safety measures used managing the disaster.
- o Gather information from MCP staff, etc, and assemble and prepare information for news releases by PIO or Director of Health.

PUBLIC INFORMATION OFFICER or DESIGNEE - cont'd.

Emergency Period - cont'd.

- o Set up and designate an area near the MCP only for media use and restrict their activity to this area.
- o Observe established constraints on release of information.
- o Transmit news releases to media at regular intervals. If phone lines are working, use the telephone for interviews and to advise and update media.
- o Follow radio and television reports for new information.
- o Establish procedures for rumor control and rumor verification.
- o Maintain a record of all activities and actions taken during emergency.

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Post-Emergency Period

- o Prepare post-incident releases and/or summary information for use by the media.
- o Phase out emergency operations and revert to normal operating procedures
- o Turn in record of activities as directed.

EMERGENCY ACTION CHECKLIST
RESPONSE TO A CONFLAGRATION

EMS AGENCY MEDICAL DIRECTOR or DESIGNEE

Pre-Emergency Period

- o Review, test and/or revise plan at least twice annually.
- o Ensure that staff are trained in their roles and responsibilities, plan content, etc.
- o Establish coordinating agreements and procedures as necessary for medical mutual aid.

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Emergency Period

- o Take self-protective measures; avoid/evacuate zone of conflagration; remain upwind of disaster scene.
- o Go to Medical Command Post (MCP), if activated, and obtain status report. Be prepared to assume role of Director of MCP in the absence of the Deputy Director of Operations.
(NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)
- o Organize EMS component; assign staff as needed if designated persons are not available. The working units are: Message Control; Communications; Blood Bank; CCP/Evacuation and Patient Treatment. (NOTE: Patient Treatment includes the hospitals and responsibility for field triage & treatment.)
- o Coordinate all activities of the EMS component. Develop a system for intra-organizational communication among the EMS working units.
- o Assess overall resources and needs of medical care system with staff.
- o Coordinate with SFFD and public safety agencies through Director of MCP to obtain:
 - + Safe evacuation routes for medical personnel.
 - + Safe access and egress routes to CCPs and other health facilities.

EMS AGENCY MEDICAL DIRECTOR or DESIGNEE - cont'd.

Emergency Period - cont'd.

- + Safe locations for ambulances/personnel outside the perimeter of disaster area, and access and egress routes to these locations.
- + Safety procedures for health facilities and personnel, particularly those inside or near the perimeter of the disaster scene.
- o Coordinate with Toxics Team (which includes the Poison Control Center and physicians with special knowledge of toxic substances) to disseminate information to health facilities about any toxic substances involved in the conflagration. This includes expected clinical signs and symptoms, treatment, etc.
- o Determine best utilization and allocation of emergency medical and health resources, in coordination with MCP and Emergency Coordination Center (ECC), if activated.
- o Coordinate EMS component activities with the Public Health, Operations and Mental Health components of the Department of Public Health.
- o Provide Director of the MCP with status reports on a regular basis, Advise Director of MCP and Director of Health on key issues and recommended actions.
- o Assess need and make recommendations for obtaining mutual aid resources.
- o Maintain a record of all activities and actions taken during emergency.
- o Ensure accurate record-keeping by all EMS working units.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn in record of activities as directed.

Appendix D-4

EMERGENCY ACTION CHECKLIST RESPONSE TO A CONFLAGRATION

EMS COORDINATOR

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.

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Emergency Period

- o Take self-protective measures; avoid/evacuate zone of conflagration; remain upwind of disaster scene.
- o Go to Medical Command Post (MCP), if activated, and obtain status report (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)
- o Organize message flow if not already done.
- o Utilize the personnel pool to obtain runners, scribes for maintaining status boards, and a recorder. Assign one runner and one scribe to each program area (Operations, EMS, Mental Health and Public Health Programs) and one to triage, if possible.
- o Instruct runners, scribes and recorder in their duties.
- o Coordinate with Communications to ensure efficient and effective transmission of information.
- o Receive messages from all sources of communication; ensure that all messages are transmitted in writing. (NOTE: So that runners from hospitals and other facilities can be officially identified, they will be given a code word or phrase to use. The code will be determined by Communications, who has responsibility for organizing communication links to all sites. Verify the code upon receipt of the message.)
- o Make sure that all messages are properly marked with date and time (using a 24 hour clock), source and mode of transmission.

EMS COORDINATOR - cont'd.

Emergency Period - cont'd.

- o Announce critical events/messages which affect all working units to MCP staff (e.g., involvement of toxic substance, evacuation information, etc.); maintain status board of critical events/messages.

TRIAGE ALL MESSAGES TO APPROPRIATE DEPARTMENT AND ASSIGN APPROPRIATE PRIORITY FOR ACTION

- o If outgoing communications are bottlenecked, prioritize outgoing messages; messages critical to facility and personnel safety are a priority
- o Provide status reports to the MCP on a regular basis.
- o Maintain a log of activities and actions taken during emergency.

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Post-Emergency Period

- o Ensure that all messages are retained and filed chronologically.
- o Release runners, scribes and recorder to their normal duties.
- o Turn in log of activities as directed.

Appendix D-4

EMERGENCY ACTION CHECKLIST RESPONSE TO A CONFLAGRATION

COMMUNICATIONS SUPERVISOR, SFGH PARAMEDIC DIVISION or DESIGNEE

Pre-Emergency Period

- o Review and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Coordinate with police communications to identify and designate a PIC channel for back-up medical use in disasters.

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Emergency Period

- o Take self-protective measures; avoid/evacuate zone of conflagration; remain upwind of disaster scene.
- o Go to Medical Command Post (MCP), if activated, and obtain status report (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Establish whether CMED is operable. If CMED is operable, assign a fourth dispatcher to handle radio communications related to the disaster, including the HEAR net.
- o Check the status of the emergency generator. Coordinate with the Purchaser to ensure sufficient diesel fuel for continued operation. (NOTE: Generator has a 50 gal. fuel capacity and should provide at least 36 hours of operations.)
- o Coordinate all communications staffing assignments.
- o If CMED is unable to function, notify the MCP and Emergency Coordination Center (ECC). Assign communications staff to the alternate designated MCP; designation will be based on damage assessment and communications capability at that site. Alternate MCPs are: SFGH, Laguna Honda Hospital and Health Center #2, in that order. (NOTE: If Health Center #2 becomes the MCP, all communications will be done at the ECC with messages sent to HC #2 by runner until a radio/telephone link can be established)

COMMUNICATIONS SUPERVISOR - cont'd.

Emergency Period - cont'd.

- o Assign communications to ECC, if activated. Assign staff to OES communications van if activated and needed. In coordination with the Department of Electricity, consider assigning communications staff to Christmas Tree Point - CRS - (Twin Peaks), if needed.
- o Establish communications with:
 - + ECC
 - + Hospitals
 - + Affected Battalion Fire Headquarters Stations
 - + Blood Bank
 - + Health Centers
 - + Private Ambulance Co. dispatch centers
- o Establish procedures for aircraft/helicopter communications with ECC for coordination with military and civilian pilots for CCPs and other landing sites.
- o Obtain status reports/damage assessments from affected Battalion Fire Headquarters Station(s), ECC, etc.
- o Consider accessing MUNI communications resources if needed; all buses and supervisors have radios.
- o Determine status and availability of RACES personnel and assign to critical sites where radio support is most needed. If need exceeds availability of amateur radio personnel, a schedule of rotating sites may need to be set up. MCP, ECC and Blood Bank are priorities.
- o Ensure that information critical to facility and personnel safety is transmitted promptly from the communications center; these are priority messages.
- o Develop a system for battery exchange and radio replacements used in the field.
- o Obtain runners through personnel pool and establish a regular communications link with key sites. (NOTE: Assign a code word or phrase for all runners to use upon receipt and acceptance of messages. Notify all facilities communicating with the MCP via messenger to utilize the code on all written transmissions. This will help to identify the messages as official. Also notify Message Control at the MCP of the code used.)

COMMUNICATIONS SUPERVISOR - cont'd.

Emergency Period - cont'd.

- o Forward all messages from CMED to the MCP and report communications status to MCP and ECC on a regular basis.
- o Coordinate with CCP function to provide communication resources to CCPs.
- o Maintain a record of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn in record of activities as directed.

Appendix D-4

EMERGENCY ACTION CHECKLIST RESPONSE TO A CONFLAGRATION

DIRECTOR IRWIN MEMORIAL BLOOD BANK

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Participate in HEAR net communications tests and exercises to gain and maintain proficiency.
- o Develop a method to ensure communications redundancy.
- o Train personnel in their roles and responsibilities, plan content, communications, etc.
- o Establish coordinating procedures and agreements, as necessary, with hospitals, professional societies, suppliers, and other blood banking systems.
- o Establish policies for prioritizing blood product requests and for allocating blood resources, in conjunction with hospitals, the Department of Health, etc.
- o Determine structural integrity of facilities and establish a relocation site should current facilities be inoperable.

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Emergency Period

- o Take self-protective measures; avoid/evacuate zone of conflagration; remain upwind of disaster scene.
- o Report to Medical Command Post (MCP), if activated, and activate disaster plan consistent with plans developed by the California Blood Banking system and the Emergency Operations Plan of the City and County of San Francisco. (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)
- o Establish communications with Irwin Memorial Blood Bank at Turk and Masonic by HEAR radio, runners, or RACES if possible. Obtain status reports from Irwin (inventory, staff & supply status) on a regular basis.

IRWIN MEMORIAL BLOOD BANK - cont'd.

Emergency Period - cont'd.

- o Receive and act on requests for blood products. Hospitals will direct their requests for blood products to the MCP; delivery of blood products to facilities inside the perimeter of the disaster area may be curtailed
- o Keep blood bank personnel apprised of safety procedures, access/egress routes, etc.
- o Make every attempt to distribute only processed blood products and initiate procedures to obtain processed blood products from other jurisdictions.
- o Allocate blood resources according to pre-established policy if so charged by the Director of Health or designee. (NOTE: The Director of Health or designee shall allocate resources; however, the Director of Health may delegate that responsibility to the Director of the Blood Bank or designee.)
- o Maintain a record of all activities and actions taken during emergency.

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Post-Emergency Period

- o Supervise and coordinate all post-disaster activities concerned with the procurement, storage and distribution of blood supplies within the City and County of San Francisco.
- o Phase out emergency procedures and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn in record of activities as directed.

EMERGENCY ACTION CHECKLIST
RESPONSE TO A CONFLAGRATION

CHIEF, SFGH PARAMEDIC DIVISION

Pre-Emergency Period

- o Review disaster plan at least twice annually.
- o Establish and maintain contact with military liaison.

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Emergency Period

- o Take self-protective measures; avoid/evacuate zone of conflagration; remain upwind of disaster scene.
- o Go to Medical Command Post (MCP), if activated, and obtain status report. (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)
- o Verify all intelligence reports pertinent to casualty care.
- o Verify the presence of any large groups of casualties not at Casualty Carr Facilities (CCFs) with the District Fire Battalion Station(s).
- o Assess need for opening Casualty Collection Points (CCPs) for evacuation from the City in coordination with other EMS working units. Forward all recommendations to the EMS Coordinator.
- o Coordinate activation of CCPs on any federally owned sites through the Emergency Coordination Center (ECC), if activated, they are:
 - + Crissy Field in the Presidio of San Francisco
 - + Letterman Hospital in the Presidio of San Francisco
 - + Fort Mason - Golden Gate National Recreation Area
- o Check with Communications function to determine established procedures for communications coordination with military and civilian aircraft.
- o Establish, organize, staff and supply CCPs in coordination with other MCP components and the ECC:
 - + Smoke, flags, etc. necessary to assist with aircraft landing.

CHIEF, SFGH PARAMEDIC DIVISION - cont'd.

Emergency Period - cont'd.

- + Staffing
 - ** Attempt to maximize communications by pairing City & private ambulance personnel at CCPs. This will allow for direct communication capability from the CCP site to MCP and hospitals. Both SF Ambulance and King and American have the HEAR frequency in their mobile units. K&A also has HEAR frequency on its portables.
 - ** Coordinate with Patient Treatment to staff CCPs with MDs & RNs, in addition to prehospital personnel.
 - + Supplies
 - + Transportation
 - + Evacuation of patients from Casualty Care Facilities
 - + Communication needs
 - + Selection of site based on location of casualties and aircraft space and visibility requirements for landing site should also be upwind from disaster scene.
- o Consider requesting MUNI buses to move patients, road conditions, etc. permitting. (NOTE: All MUNI buses have radios.)
 - o Coordinate collection of the dead at CCP sites with the Coroner.
 - o Coordinate with SFFD and SFPD to provide support at the aircraft landing site.
 - o Serve as a liaison with the military in support of CCP operations.
 - o Provide projections of needed resources and reports on a regular basis.
 - o Maintain a record of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Coordinate phase out with military support personnel.
- o Turn in record of activities as directed.

Appendix D-4

EMERGENCY ACTION CHECKLIST RESPONSE TO A CONFLAGRATION

APPOINTEES FROM SF MEDICAL SOCIETY
WEST BAY HOSPITAL CONFERENCE
SF EMERGENCY PHYSICIANS ASSOCIATION

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Obtain training in roles and responsibilities, plan content, etc.

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Emergency Period

- o Take self-protective measures; avoid/evacuate zone of conflagration; remain upwind of disaster scene.
- o Go to Medical Command Post (MCP), if activated, and obtain status report (NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)
- o Collect and organize information on hospital status including:
 - + Physical plant status.
 - + Critical short and long term needs, including blood and other medical and material suppliers.
 - + Number of casualties/injured.
 - + Number of medical personnel responders.
 - + Status of Casualty Care Facility (CCF) operations.
 - + Bed status.
 - + Evacuation plans.
 - + Decontamination needs, if toxics are involved.
- o Establish a schedule, in coordination with Blood Bank and communications function, to obtain hospital reports of blood and supply needs on a regular basis.
- o Maintain hospitals and field status board if no scribe is available.
- o Provide MCP with regular reports on hospital and field status and informed of problems/projects which will need intervention/coordination with the Emergency Coordination Center (ECC), if activated.

APPOINTEES: SFMS; WBHC; SFEPA - cont'd.

Emergency Period

- o Allocate available medical resources and meet critical needs in coordination with other MCP staff.
- o Coordinate with Public Health programs and Casualty Collection Point (CCP) function to determine need/feasibility of opening field treatment units (first aid stations, health centers, CCPs, etc.)
- o Manage medical personnel pool resources; personnel resources may be needed to augment hospitals and field treatment units (first aid stations, health centers, CCPs, etc.). Be prepared to move MDs & RNs from hospitals to support CCPs as they open.
- o Coordinate with the Public Information Officer to disseminate information to the public about hospital closures and additional resources available for medical care.
- o Coordinate with Mental Health for additional support services, if needed
- o Make recommendations to ENS Coordinator concerning hospital closures, diversion of casualties from one site to another, etc.
- o Maintain a record of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn in record of activities as directed.

Appendix D-4

EMERGENCY ACTION CHECKLIST RESPONSE TO A CONFLAGRATION

FIELD MEDIC

Pre-Emergency Period

- o Review disaster plan at least twice annually.
- o Obtain training in roles, responsibilities, plan content, etc.

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Emergency Period

- o Take self-protective measures; avoid/evacuate zone of conflagration; remain upwind of disaster scene.
- o Establish contact with CMED. Report status of personnel, supplies, equipment and vehicles.
- o If communications are intact go to affected District Battalion Fire Headquarters Station as assigned by CMED. If not, go to the nearest Battalion Station. (NOTE: At least one City paramedic with a radio should be at the affected Battalion Station(s).)
- o Off-duty City paramedics should report to the nearest Battalion Fire Station, bringing appropriate paramedic identification with them.
- o Paramedics will work under the direction of the Battalion Fire Chief until the Medical Command Post (MCP) is operational. The most senior paramedic at the Battalion Fire Station will report directly to the Battalion Chief and direct other paramedics. Primary responsibility of the senior paramedic include: participation in damage assessment and assessment of medical status in the affected district(s); relay of information and medical needs; and casualty care. (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)
- o Provide medical care at CCPs, hospitals, health centers, clinics, search & rescue sites, conflagration site, etc., if reassigned by the Battalion Fire Chief or MCP. (NOTE: Every attempt will be made to maximize communications by pairing City and private ambulance personnel at CCPs. This will allow for direct contact from the CCP to both the MCP and hospitals.)

FIELD MEDIC - cont'd.

Emergency Period - cont'd.

- o Maintain a record of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operations as directed.
- o Turn in all activities records as directed.

Appendix D-4

EMERGENCY ACTION CHECKLIST RESPONSE TO A CONFLAGRATION

PRIVATE AMBULANCE PERSONNEL

Pre-Emergency Period

- o Review disaster plan at least twice annually.
- o Obtain training in roles, responsibilities, plan content, etc.

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Emergency Period

- o Take self-protective measures; avoid/evacuate zone of conflagration; remain upwind of disaster scene.
- o Establish contact with respective dispatch centers. Report status of personnel, supplies, equipment and vehicles.
- o If communications are intact go to an acute care hospital as assigned by dispatch. If communications are not intact, go to the nearest hospital. (NOTE: The mobile radios for both King & American and SF Ambulance Co. carry the HEAR frequency. K&A portable radios also carry the HEAR frequency. Distribution of private ambulances to hospitals will provide the hospitals with redundancy on the HEAR net.)
- o Off-duty paramedics and EMT-I's should report to the nearest hospital, bringing appropriate paramedic or EMT-I identification with them.
- o Provide medical care in coordination with the respective hospital's casualty care efforts, and consistent with local policies and procedures and State Regulations for level of certification.
- o Provide medical care at CCPs, health centers, clinics, search & rescue sites, conflagration site, etc., if reassigned by the Battalion Fire Chief or Medical Command Post (MCP). (NOTE: Every attempt will be made to maximize communications by pairing City and private ambulance personnel at CCPs. This will allow for direct communications from the CCP to both the MCP and hospitals. (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2; in that order. An alternate MCP site will be activated only if the previously listed is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)

PRIVATE AMBULANCE PERSONNEL - cont'd.

Emergency Period - cont'd.

- o Maintain a record of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operations as directed.
- o Turn in all activities records as directed.

EMERGENCY ACTION CHECKLIST
RESPONSE TO A CONFLAGRATION

C-MED DISPATCHERS

Pre-Emergency Period

- o Review plan at least twice annually.
- o Obtain training in roles, responsibilities, plan content, etc.

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Emergency Period

All Dispatch Positions

- o Take self-protective measures; avoid/evacuate zone of conflagration; remain upwind of disaster scene.
- o Assess condition and operating status of emergency generator.
- o Conduct radio frequency checks. Ascertain survivability of radio equipment.
 - + IF CMED IS NOT OPERABLE or structure is unsafe, move to safe adjacent area and attempt communications with portable radios.
 - + If portable radio transmissions are unsuccessful, secure transport to the Medical Command Post (MCP) at SFGH.
 - + If portable radio transmissions are successful, conduct ambulance roll call and ascertain survivability of units, personnel and supplies. Assign personnel with portable radios to each affected Fire Battalion Station. Proceed to MCP at SFGH if that site is secure. (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)

IF COMMUNICATIONS EQUIPMENT IN CMED IS OPERABLE, OR IF DISPATCHING FROM THE MEDICAL COMMAND POST (MCP), PROCEED WITH THE FOLLOWING;

Dispatch Position 1

- o Continue to answer 911 calls (at CMED only) until 911 is suspended at the Public Service Answering Point (PSAP). If unable to provide ambulance service due to the magnitude of the disaster, notify caller of

C-MED DISPATCHERS - cont'd.

- such. Provide self-help instructions to caller as appropriate.
- o Establish radio contact with SFFD to ascertain activation of the Emergency Coordination Center (ECC) and the affected Battalion Headquarters Fire Station(s).
 - o Conduct ambulance roll call and ascertain survivability of on-duty units
 - o Dispatch units to designated Fire Battalion Station(s), as required, so that at least one EMT-P and radio are assigned to the location(s).
 - o Establish contact with the SFPD.
 - o Receive updated information from field units assigned to the Battalion Station(s):
 - + Locations or changes of locations of triage and treatment areas.
 - + Access/egress routes.
 - + Numbers of casualties.
 - + Estimate of equipment needs.
 - + Estimate of transport needs.

Dispatch Positions 2 & 3

- o Establish radio contact with on-duty Field Supervisor.
- o Establish contact with Chief of Division.
- o Initiate private sector roll call to ascertain survival of field units and availability. (To provide hospitals with redundancy on the HEAR net, private ambulances and their personnel will be assigned to hospitals. Both K&A and SF Ambulance Co's. have the HEAR frequency on their mobile units. K&A also has the HEAR frequency on its portable units.)
- o Conduct HEAR net roll call and updates.
- o Determine existence of MCP at 135 Polk St, conference room (or alternate sites : SFGH, Laguna Honda, and Health Center #2, in that order) and establish lines of communication to same.
- o Receive information and transmit messages to the MCP.
- o Transmit messages from the MCP to appropriate destination.

C-MED DISPATCHERS - cont'd.

Emergency Period - cont'd.

Dispatch Positions 2 & 3 - cont'd.

- o Assist other dispatchers as needed.
- o Maintain a record of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operations as directed.
- o Turn in record/log of activities as directed.

EMERGENCY ACTION CHECKLIST
RESPONSE TO TSUNAMI / SEICHE INUNDATION

DIRECTOR OF HEALTH or DESIGNEE

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Ensure that all DPH employees are trained in their roles, responsibilities, plan content, etc.
- o Promote and provide resources for community disaster preparedness.

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Warning/Alert Period

The Tsunami alert period may vary from 1 to 16 hours. The impact would be primarily in Emergency Response Districts (same as Fire Battalion Districts #7 and #8. This involves the Richmond, Sunset/Parkside districts, Golden Gate Park and the Zoo.

Seiche is associated with earthquake, and would impact the Bay frontage from the Golden Gate to China Basin, in Emergency Response Districts #1, #3 #4 and #10. Although time would not be available for an alert message, management of the disaster is essentially the same as for inundation due to reservoir failure.

- o Avoid, prepare to evacuate, or evacuate areas threatened by potential inundation.
- o Notify and retain key staff.
- o Coordinate notification and evacuation plans for health facilities and personnel in threatened areas; ensure that changes in warning/alert status are promptly issued to those sites/personnel.
- o Coordinate with other City officials concerning possible activation of the Emergency Coordination Center (ECC), 1003 Turk St.
- o Request assistance from State OES Region 2 Disaster Medical Health Coordinator as required.
- o Go to ECC at 1003 Turk St., if activated.
- o Obtain & verify damage assessments/status reports from Fire Battalion Stations and Medical Command Post (MCP), if activated.

DIRECTOR OF HEALTH or DESIGNEE - cont'd.

Emergency Period

- o Assess staffing, including DPH representation at each affected Fire Battalion District Headquarters, and assign personnel to key positions as necessary.
- o Determine status of medical facilities, medical support facilities and resupply resources.
- o Coordinate with other departments to evacuate health facilities/personnel from threatened/inundation areas and to provide safety instructions for same.
- o Assess communications status; coordinate with Department of Electricity to restore critical medical communication links, as required.
- o Mobilize, organize and direct the operations of the MCP and the Medical and Health Service.
- o Direct all emergency medical care and treatment of the sick and injured.
- o Provide support to the sheltered population, in coordination with the Red Cross.
- o Allocate medical resources and procure additional resources as needed.
- o Coordinate the operations of the Medical and Health Service with City Departments and other support services/agencies.
- o Request mutual aid resources as necessary.
- o Provide status reports to the Mayor and ECC, if activated, on a regular basis.
- o Maintain a log of activities and actions taken during emergency.
- o Ensure preparation of After-Action Report, submit to departments/agencies as directed

DIRECTOR OF HEALTH or DESIGNEE - cont'd.

Post Emergency Period

- o Phase out emergency operations and revert to normal operations.
- o Release medical mutual aid personnel / equipment when no longer needed.
- o Turn in log of activities needed for preparation of After-Action Report.
- o Ensure preparation of After-Action Report and distribute to departments and agencies as directed.
- o Organize and direct Health Department operations to obtain possible appropriate federal reimbursement funds for emergency response operations.

EMERGENCY ACTION CHECKLIST
RESPONSE TO TSUNAMI/SEICHE INUNDATION

DEPUTY DIRECTOR OF OPERATIONS or DESIGNEE

Pre Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Ensure that staff are trained in their roles, responsibilities, plan content, etc.
- o Establish coordinating agreements and procedures with other Health Department Directors, other City agencies, etc., as necessary.

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Warning/Alert Period

The Tsunami alert period may vary from 1 to 16 hours. The impact would be primarily in Emergency Response Districts (same as Fire Battalion Districts #7 and #8. This would affect the Richmond, Sunset/Parkside districts, Golden Gate Park and the Zoo. Seiche is associated with earthquakes, and would impact the Bay frontage from the Golden Gate to the County line, in Emergency Response Districts #1, #3, #4 and #10. Although time would not be available for an alert message, management is essentially the same as for inundation due to reservoir failure.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Prepare to activate the Medical Command Post (MCP); determine command post (CP) site.
- o Notify and retain key personnel.
- o Assess personnel, supply and communications resources; notify Director of Health of status, plans and needs.
- o Coordinate with Environmental Health to determine potential environmental hazards and mitigation alternatives, and to plan/begin inspection of mass care shelters likely to be opened by the Red Cross or Salvation Army.
- o Establish contact with MCP and Emergency Coordination Center (ECC) at 1003 Turk St, Notify Director of Health of presence; in the absence of the Director and Associate Director of Health, the Mayor may require the

DEPUTY DIRECTOR OF OPERATIONS or DESIGNEE - cont'd.

Emergency Period - cont'd.

presence of the Deputy Director in the ECC, if activated. (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)

- o Obtain and verify status reports/damage assessments.
- o Assess communications status; coordinate with the ECC/Department of Electricity to restore critical communications links if necessary.
- o Determine status of Health Department personnel at affected Battalion Headquarters Fire Station(s) and the need for augmentation.
- o Organize the MCP; assess MCP staffing needs and assign personnel to fill positions if designees are not present. Coordinate with ECC to bring in key personnel living in other counties.
- o Coordinate all activities of the MCP. Develop a system for intra-organizational communication among the MCP components. The components are Emergency Medical Services, Mental Health, Operations and Public Health.
- o In coordination with ECC, if activated, assess overall resources and needs of the medical care system.
- o Determine best utilization and allocation of emergency medical and health resources, in coordination with the ECC, if activated.
- o Coordinate with other departments through the Director of Health and the ECC regarding notification and evacuation plans for health facilities & personnel in threatened/inundated areas; ensure that changes in warning/alert status are promptly issued to those sites/personnel.
- o Coordinate with the Red Cross, for provision of emergency medical, environmental and mental health support to sheltered populations.
- o Develop a media program in coordination with the Public Information Officer (PIO) and ECC; ensure that the community receives information necessary to maintain public health and safety.

DEPUTY DIRECTOR OF OPERATIONS or DESIGNEE - cont'd.

Emergency Period - cont'd.

- o Provide the ECC with status reports on a regular basis.
- o Advise the Director of Health and/or ECC, if activated, on key issues and recommended actions.
- o Assess need and make recommendations for obtaining mutual aid resources.
- o Maintain a record of all activities and actions taken during emergency.
- o Ensure accurate record-keeping by all MCP components and personnel.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release medical mutual aid personnel/equipment when no longer needed.
- o Advise MCP staff on record-keeping/procedural matters related to possible federal reimbursement for disaster operations, etc.
- o Turn in record of activities as directed.

Appendix D-5/Appendix D-6

EMERGENCY ACTION CHECKLIST
RESPONSE TO TSUNAMI / SEICHE INUNDATION

PUBLIC INFORMATION OFFICER or DESIGNEE

Pre-Emergency Period

- o Review and/or revise disaster plan at least twice annually.
- o Establish coordinating procedures and agreements with Mayor's Press Secretary, Office of Emergency Services, etc.
- o Maintain current lists of news media personnel and agencies; AP, UPI, local and regional newspapers, radio and TV stations.
- o Prepare and have available printed and videotaped news releases (in English, Spanish and Chinese or as appropriate) to include the following: water purification procedures; preparation, storage and use of foodstuffs; simple first aid instructions including references to information in the phone book; and household safety procedures.

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Warning/Alert Period

The Tsunami alert period may vary from 1 to 16 hours. The impact would be in Emergency Response Districts (same as Fire Battalion Districts) #7 and #8. This involves the Richmond, Sunset/Parkside districts, Golden Gate Park and the Zoo. Seiche is associated with earthquakes; and would impact the Bay frontage from the Golden Gate to the County line, in Emergency Response Districts #1, #3, #4 and #10. Although time would not be available for an alert message, management is essentially the same as for inundation due to reservoir failure.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Coordinate with Mayor's Press Secretary, OES, etc., concerning opening of the Media Center; prepare and transmit news releases as appropriate.

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Emergency Period

- o Report to the Media Center, if established. Otherwise, report to the Medical Command Post (MCP), if activated, and obtain situation briefing. (NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site

PUBLIC INFORMATION OFFICER or DESIGNEE - cont'd.

Emergency Period - cont'd.

will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)

- o Assess needs and obtain additional staff from personnel pool as necessary.
- o Establish communications and coordinate activities with ECC, if activated, and Mayor's Press Secretary.
- o Gather information from MCP staff, etc., and assemble and prepare information for news releases by PIO or Director of Health.
- o Set up and designate an area near the MCP only for media use and restrict their activity to this area.
- o Observe established constraints on release of information.
- o Transmit news releases to media at regular intervals, including safety instructions for personnel and facilities, in coordination with City-wide efforts. If telephone lines are working, use the telephone for interviews and to advise and update the media.
- o Follow radio and television reports for new information.
- o Establish procedures for rumor control and rumor verification.
- o Maintain a record of all activities and actions taken during emergency.

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Post-Emergency Period

- o Prepare post-incident releases and/or summary information for media use.
- o Phase out emergency operations and revert to normal operating procedures
- o Turn in record of activities as directed.

EMERGENCY ACTION CHECKLIST
RESPONSE TO TSUNAMI / SEICHE INUNDATION

EMS AGENCY MEDICAL DIRECTOR or DESIGNEE

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Ensure that staff are trained in their roles and responsibilities, plan content, etc.
- o Establish coordinating agreements and procedures as necessary for medical mutual aid.

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Warning/Alert Period

The Tsunami alert period may vary 1 to 16 hours. The impact would be in Emergency Response Districts (same as Fire Battalion Districts) #7 and #8. This would affect the Richmond, Sunset/Parkside districts and Golden Gate Park and the Zoo. Seiche is associated with earthquake, and would impact the Bay frontage from the Golden Gate to the County line, in Emergency Response Districts #1, #3, #4 and #10. Although time would not be available for an alert message, management is essentially the same as for inundation due to reservoir failure.

- o Avoid, prepare to evacuate, or evacuate area threatened by inundation.
- o Notify and retain key staff.
- o Assess and update evacuation plans/status for health facilities and personnel in threatened areas; ensure that changes in warning/alert status are promptly issued to those sites/personnel.
- o Assess personnel, vehicles, facility, supply and communications resources; develop plans to fill potential needs.
- o Prepare for activation of the Medical Command Post (MCP).

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Emergency Period

- o Go to MCP, if activated, and obtain status report. Be prepared to assume role of Director of MCP in the absence of the Deputy Director of Operations. (NOTE: The primary MCP site is 135 Polk St, 1st floor

EMS AGENCY MEDICAL DIRECTOR or DESIGNEE - cont'd.

Emergency Period - cont'd.

conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)

- o Organize EMS component; assign staff as needed if designated persons are not available. The working units are: Message Control, Communications, Blood Bank, CCP/Evacuation, and Patient Treatment. (NOTE: Patient Treatment includes the hospitals and responsibility for field triage and treatment.)
- o Coordinate all activities of the EMS component.
- o Develop a system for intra-organizational communications among the EMS working units.
- o Assess overall resources and needs of medical care system with staff.
- o Determine best utilization of emergency medical and health resources, in coordination with MCP & Emergency Coordination Center (ECC), if activated.
- o Coordinate EMS component activities with the Public Health, Operations & Mental Health elements of the Department of Public Health.
- o Coordinate with ECC and other MCP components to provide safety instructions established for management of the disaster to health facilities and personnel.
- o Provide Director of the MCP with status reports on a regular basis. Advise Dir. of MCP & Dir of Health on key issues & recommended actions.
- o Assess need and make recommendations for obtaining mutual aid resources.
- o Maintain a record of all activities and actions taken during emergency.
- o Ensure accurate record-keeping by all EMS working units.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn in record of activities as directed.

EMERGENCY ACTION CHECKLIST
RESPONSE TO TSUNAMI / SEICHE INUNDATION

EMS COORDINATOR

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.

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Warning/Alert Period

The Tsunami alert period may vary 1 to 16 hours. The impact would be in Emergency Response Districts (same as Fire Battalion Districts) #7 and #8, Richmond, Sunset/Parkside districts, Golden Gate Park and the Zoos are affected. Seiche is associated with earthquake, and would impact the Bay frontage from the Golden Gate to the County line, in Emergency Response Districts #1, #3, #4 and #10. Although time would not be available for an alert message, management is essentially the same as for inundation due to reservoir failure.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Preprepare for activation of the Medical Command Post (MCP), including set up of the physical site.

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Emergency Period

- o Go to MCP, if activated, and obtain status report. (NOTE: The primary MCP site is 135 Polk St, 1st Fl., conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)
- o Organize message flow if not already done.
- o Utilize the personnel pool to obtain runners, scribes for maintaining status boards, and a recorder. Assign one runner and one scribe to each program area (Operations, EMS, Mental Health and Public Health Programs) and one to Triage, if possible.
- o Instruct runners, scribes and recorder in their duties.

EMS COORDINATOR - cont'd.

- o Coordinate with Communications to ensure efficient and effective transmission of information.
- o Receive messages from all sources of communication; ensure that all messages are transmitted in writing. (NOTE: So that runners from hospitals and other facilities can be officially identified, they will be given a code word or phrase to use. The code will be determined by Communications, who has responsibility for organizing communication links to all sites. Verify the code upon receipt of the message.)
- o Make sure that all messages are properly marked with date and time (using a 24 hour clock), source and mode of transmission.
- o Announce critical events/messages which affect all working units to MCP staff (e.g. Tsunami Watch, area evacuations); maintain status board of critical events/messages.

TRIAGE ALL MESSAGES TO APPROPRIATE DEPARTMENT AND ASSIGN APPROPRIATE PRIORITY FOR ACTION.

- o If outgoing communications are bottlenecked, prioritize outgoing messages. Messages with information critical to facilities and personnel safety are a priority.
- o Provide status reports to the MCP on a regular basis.

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Post-Emergency Period

- o Ensure that all messages are retained and filed chronologically.
- o Release runners, scribes and recorder to their normal duties.

EMERGENCY ACTION CHECKLIST
RESPONSE TO TSUNAMI / SEICHE INUNDATION

COMMUNICATIONS SUPERVISOR, SFGH PARAMEDIC DIVISION or DESIGNEE

Pre-Emergency Period

- o Review disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.

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Warning/Alert Period

The Tsunami alert period may vary 1 to 16 hours. The impact would be in Emergency Response Districts (same as Fire Battalion Districts) #7 and #8. This involves the Richmond, Sunset/Parkside districts, Golden Gate Park and the Zoo. Seiche is associated with earthquake, and would impact the Bay frontage from the Golden Gate to the County line, in Emergency Response Districts #1, #3, #4 and #10. Although time would not be available for an alert message, management is essentially the same as for inundation due to reservoir failure.

- o Avoid, prepare to evacuate, or evacuate areas threatened by potential inundation.
- o Assess physical status of CMED. (NOTE: CMED is not likely to be affected by these inundation disasters.)
- o Assess communication resources and potential needs; develop plans to fill those needs.
- o Notify and retain personnel.
- o Contact MUNI and radio amateurs (RACES) to enlist communications support as needed.
- o Ensure that CMED provides field units and facilities with any updates of status of warning/alert, evacuation routes, etc.
- o Prepare for activation of the Medical Command Post (MCP).
- o Alert Director of Irwin Memorial Blood Bank of possible activation of MCP.

COMMUNICATIONS SUPERVISOR - cont'd.

Emergency Period

- o Go to MCP, if activated, and obtain status report. (NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)
- o Establish whether CMED is operable. If CMED is operable, assign a fourth dispatcher to handle radio communications related to the disaster, including the HEAR net.
- o Check operational status of emergency generator in event use is required. Coordinate with Purchaser to ensure sufficient diesel fuel for continued operation if needed. (NOTE: Generator has a 50 gal. fuel capacity and should provide 36 hours of power.)
- o Coordinate all communications staffing assignments.
- o If CMED is unable to function, notify the MCP and Emergency Coordination Center (ECC), if activated. Assign communications staff to the alternate MCP, as needed. Alternate MCPs are: SFGH; Laguna Honda Hospital and Health Center #2, in that order. (NOTE: If Health Center #2 becomes the MCP, all communications will be done at the ECC with messages sent to HC #2 by runner until a radio or telephone link can be established.)
- o Assign communications staff to ECC, if activated. Assign staff to OES communications van if activated and if needed. Consider assigning, in coordination with Department of Electricity, communications staff to Christmas Tree Point - CRS - (Twin Peaks), if needed. Establish communications with:
 - + ECC.
 - + Hospitals.
 - + Battalion Fire Headquarters Stations.
 - + Blood Bank.
 - + Health Centers.
 - + Private Ambulance Co. Dispatch Centers.
- o Establish procedures for aircraft/helicopter communications with ECC for coordination with military and civilian pilots for CCPs and other landing sites.

COMMUNICATIONS SUPERVISOR - cont'd.

Emergency Period - cont'd.

- o Obtain status report/damage assessments from Battalion Headquarters Fire Stations, ECC, etc.
- o Consider accessing MUNI communication resources if needed; all buses and supervisors have radios.
- o Determine status and availability of RACES personnel and assign to critical sites where radio support is most needed. If need exceeds availability of amateur radio personnel, a schedule of rotating sites may need to be set up. MCP, ECC and Blood Bank are priorities.
- o Instruct CMED and radio amateur dispatchers that messages critical to personnel and facility safety are a priority and must be transmitted promptly.
- o Develop a system for battery exchange and replacement for radios used in the field as needed.
- o Obtain runners through personnel pool and establish a regular communications link with key sites. (NOTE: Assign a code word or phrase for all runners to use upon receipt and acceptance of messages. Notify all facilities communicating with the MCP via messenger to utilize the code on all written transmissions. This will help to identify the messages as official. Also notify Message Control at the MCP of the code used.)
- o Forward all messages from CMED to the MCP and report communications status to MCP and ECC on a regular basis.
- o Coordinate with CCP function to provide communication resources for CCPs
- o Maintain a record of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn in record of activities as directed.

EMERGENCY ACTION CHECKLIST
RESPONSE TO TSUNAMI / SEICHE INUNDATION

DIRECTOR, IRWIN MEMORIAL BLOOD BANK

Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Participate in HEAR net communications tests and exercises to gain and maintain proficiency.
- o Develop a method to ensure communications redundancy.
- o Train personnel in their roles & responsibilities, plan content, communications, etc.
- o Establish coordinating procedures and agreements, as necessary, with hospitals, professional societies, suppliers, and other blood banking systems.
- o Establish policies for prioritizing blood product requests and for allocating blood resources, in conjunction with hospitals, the Department of Health, etc.

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Warning/Alert Period

The Tsunami alert period may vary 1 to 16 hours. The impact would be in Emergency Response Districts (same as Fire Battalion Districts) #7 and #8. This would involve the Richmond, Sunset/Parkside districts, Golden Gate Park and the Zoo. Seiche is associated with earthquake, and would impact the Bay frontage from the Golden Gate to the County line, in Emergency Response Districts #1, #3, #4 and #10. Although time would not be available for an alert message, management is essentially the same as for inundation due to Tsunami or reservoir failure.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Notify and retain key personnel.
- o Assess potential needs and resources; notify suppliers and other blood banking systems of potential needs.
- o Advise field personnel of status of warning/alert, evacuation routes, etc.
- o Prepare for activation of the Medical Command Post (MCP).

IRWIN MEMORIAL BLOOD BANK - cont'd.

Emergency Period

- o Report to MCP, if activated, and activate disaster plan consistent with plans developed by the California Blood Banking system and the Emergency Operations Plan of the City and County of San Francisco.
(NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are SFGH, Room 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)
- o Establish communications with Irwin Memorial Blood Bank at Turk and Masonic Sts. by telephone, HEAR radio, runner, or RACES. Obtain status reports from Irwin (inventory, staff and supply shortages, etc.) on a regular basis.
- o Coordinate with Communications to provide Irwin's personnel with safety instructions established for management of this event.
- o Receive and act on requests for blood products. Hospitals will direct their requests for blood products to the MCP.
- o Curtail blood deliveries to unsafe areas, as circumstances dictate.
- o Make every attempt to distribute only processed blood products and initiate procedures to obtain processed blood products from jurisdictions not affected by the disaster.
- o Allocate blood resources according to pre-established policy if so charged by the Dir. of Health or designee. (NOTE: The Dir. of Health shall allocate blood resources. However, the Dir. of Health may delegate that responsibility to the Dir. of the Blood Bank or designee.)
- o Maintain a record of all activities and actions taken during emergency.

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Post-Emergency Period

- o Supervise and coordinate all post-disaster activities concerned with the procurement, storage & distribution of blood supplies within the City.
- o Phase out emergency procedures and revert to normal operation.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn in record of activities as directed.

EMERGENCY ACTION CHECKLIST
RESPONSE TO TSUNAMI / SEICHE INUNDATION

CHIEF, SFGH PARAMEDIC DIVISION

Pre-Emergency Period

- o Review and/or revise disaster plan at least twice annually.
- o Establish and maintain contact with military liaison.

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Warning/Alert Period

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- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Notify and retain key personnel.
- o Assess potential needs and available resources; develop contingencies to meet these needs and notify suppliers of potential needs.
- o Determine CCP locations which would most likely open first, if needed.
- o Prepare for activation of the Medical Command Post (MCP).

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Emergency Period

- o Go to the MCP, if activated, and obtain status report.
(NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are SFGH, Room 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)

CHIEF, SEGH PARAMEDIC DIVISION - cont'd.

Emergency Period - cont'd.

- o Verify all intelligence pertinent to casualty care. Verify the presence of any large groups of casualties not at Casualty Care Facilities (CCPs) with the affected District Fire Battalion Station(s).
- o Assess need for opening Casualty Collection Points (CCPs) for evacuation in coordination with other EMS working units. Forward all recommendations to the EMS Coordinator.
- o Coordinate activation of CCPs on any federally owned sites through the Emergency Coordination Center (ECC), if activated. They are:
 - Crissy Field in the Presidio of San Francisco
 - Letterman Army Hospital in the Presidio of San Francisco
 - Fort Mason - Golden Gate National Recreation Area.
- o Check with Communications function to determine established procedures for communications coordination with military and civilian aircraft.
- o Establish, organize, staff and supply CCPs in coordination with other MCP components and the ECC:
 - + Smoke, flags, etc, necessary to assist with aircraft landing.
 - + Staffing.
 - + ** Attempt to maximize communications by pairing City and private ambulance personnel at CCPs. This will allow for direct communications capability from the CCP site to both the MCP and hospitals. Both SF Ambulance and King & American have the HEAR frequency in their mobile units. K&A also has the HEAR frequency on its portable units.
 - + ** Coordindate with Patient Treatment to staff CCPs with MDs and RNs, in addition to pre-hospital personnel.
 - + Supplies.
 - + Transportation.
 - + Evacuation of patient from Casualty Care Facilities.
 - + Selection of site in an area not threatened by inundation, with consideration for location of casualties and available aircraft space requirements for landing.
- o Consider requesting MUNI buses to move large numbers of persons, road conditions, etc., permitting. (NOTE: All MUNI buses have radios.)
- o Coordinate collection of the dead at CCP sites with the Coroner.

CHIEF, SEGH PARAMEDIC DIVISION - cont'd.

Emergency Period - cont'd.

- o Coordinate with SFFD and SFPD to provide support at the aircraft landing sites, as might be required.
- o Serve as a liaison with the military in support of CCP operations.
- o Provide projections of needed resources and status reports on a regular basis.
- o Provide personnel with safety instructions established for management of the disaster.
- o Maintain a record of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Coordinate phase out with military support personnel as needed.
- o Turn in record of activities as directed.

EMERGENCY ACTION CHECKLIST
RESPONSE TO TSUNAMI / SEICHE INUNDATION

APPOINTEES FROM SF MEDICAL SOCIETY
WEST BAY HOSPITAL CONFERENCE
SF EMERGENCY PHYSICIANS ASSOCIATION

Pre-Emergency Period

- o Review and/or revise disaster plan at least twice annually.
- o Obtain training in roles and responsibilities, plan content, etc.

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Warning/Alert Period

The Tsunami alert period may vary 1 to 16 hours. The impact would be in Emergency Response Districts (same as Battalion Fire Districts) #7 and #8. This would involve the Richmond, Sunset/Parkside districts, Golden Gate Park and the Zoo. Seiche is associated with earthquake, and would impact the Bay frontage from the Golden Gate to the County line, in Emergency Response Districts #1, #3, #4 and #10. Although time would not be available for an alert message, management is essentially the same as for inundation due to Tsunami or reservoir failure.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Listen to emergency broadcast network on AM radio for safety instructions and status reports.
- o Establish communication with Health Department to determine status of disaster response, need to report to Medical Command Post (MCP), etc. (If phone lines are disrupted, access through police or fire stations, or MUNI buses if necessary.)
- o Prepare for activation of the MCP.
- o Assess status of facilities and medical responders in coordination with other MCP personnel; develop contingencies for providing critical health services.

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Emergency Period

- o Go to MCP, if activated, and obtain status report.
(NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room.

APPOINTEES: SFMS: WBHC: SFPA - cont'd.

Emergency Period - cont'd.

Alternate sites are SFGH, Room 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)

- o Collect and organize information on hospital status including:
 - Physical plant status.
 - Critical short and long term needs, including blood and other medical and material supplies.
 - Number of casualties/injured.
 - Number of medical personnel responders.
 - Status of Casualty Care Facility (CCF) operations.
 - Bed status.
 - Evacuation needs/plans.
- o Establish a schedule, in coordination with Blood Bank and communications function, to obtain hospital reports of blood and supply needs on a regular basis.
- o Maintain hospitals and field status board if no scribe is available.
- o Provide MCP with regular reports on hospital and field status and informed of problems/projections which will need intervention/coordination with the Emergency Coordination Center (ECC).
- o Allocate available medical resources and meet critical needs in coordination with other MCP staff.
- o Coordinate with Public Health programs and Casualty Collection Point (CCP) functions to determine need/feasibility of opening field treatment units (first aid stations, health centers, CCPs, etc.)
- o Manage medical personnel pool resources; personnel resources may be needed to augment hospitals and field treatment units (first aid stations, health centers, CCPs, etc.).
- o Coordinate with the Public Information Officer (PIO) to disseminate information to the public about hospitals closures and additional resources available for medical care.

APPOINTEES: SFMS; WBHC; SFEPA - cont'd.

Emergency Period - cont'd.

- o Coordinate with Mental Health for additional support services, if needed
- o Coordinate with other MCP components to provide health facilities and personnel with safety instructions developed for management of the disaster.
- o Make recommendations to EMS Coordinator concerning hospital closures, diversion of casualties from one site to another, etc.
- o Maintain a record of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn in record of activities as directed.

EMERGENCY ACTION CHECKLIST
RESPONSE TO TSUNAMI / SEICHE INUNDATION

FIELD PARAMEDIC

Pre-Emergency

- o Review disaster plan at least twice annually.
- o Obtain training in roles, responsibilities, plan content, etc.

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Warning/Alert Period

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- o Obtain periodic status reports and routes of movement from CMED.
- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Assist citizens in evacuation as needed.

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Emergency Period

- o Establish contact with CMED. Report status of personnel, supplies, equipment and vehicles.
- o Evacuate unsafe areas; assist others as needed.
- o Go to the District Battalion Fire Station as assigned by CMED. (NOTE: At least one City paramedic with a radio should be at the assigned Battalion Fire Station.
- o Off-duty City paramedics should report to the Nearest Battalion Fire Station, bringing appropriate paramedic identification with them.

FIELD PARAMEDICS - cont'd.

Emergency Period - cont'd.

- o Paramedics will work under the direction of the Battalion Chief, until the Medical Command Post (MCP) is operational. The most senior paramedic at the Battalion Fire Station will report directly to the Battalion Fire Chief and direct other paramedics. Primary responsibilities of the senior paramedic include: participation in damage assessment and assesement of medical status in the district, relay of information and medical needs, and casualty care.
(NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are SFGH, Room 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)
- o Provide medical care at CCPs, hospitals, health centers, clinics, search & rescue sites, etc., if reassigned by the Battalion Fire Chief or MCP. (NOTE: Every attempt will be made to maximize communications by pairing City and private ambulance personnel at CCPs. This will allow for direct communications from the CCP site to both the MCP and hospitals.)
- o Follow safety instructions established for management of the disaster.
- o Maintain a record of all activities.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operations as directed.
- o Turn in all records as directed.

EMERGENCY ACTION CHECKLIST
RESPONSE TO TSUNAMI / SEICHE INUNDATION

PRIVATE AMBULANCE PERSONNEL

Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Obtain training in roles, responsibilities, plan content, etc.

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Warning/Alert Period

The Tsunami alert period may vary 1 to 16 hours. The impact would be in Emergency Response Districts (same as Battalion Fire Districts) #7 and #8. This involves the Richmond, Sunset/Parkside districts, Golden Gate Park and the Zoo. Seiche is associated with earthquake, and would impact the Bay frontage from the Golden Gate to the County line, in Emergency Response Districts #1, #3, #4 and #10. Although time would not be available for an alert message, management is essentially the same as for inundation due to Tsunami or reservoir failure.

- o Obtain periodic status reports and routes of evacuation.
- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Assist citizens in evacuation as needed.

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Emergency Period

- o Establish contact with respective dispatch centers. Report status of personnel, supplies, equipment and vehicles.
- o Evacuate unsafe areas; assist others as needed.
- o If communications are intact, go to an acute care hospital as assigned by dispatch. If communications are not intact, go to the nearest hospital. (NOTE: The mobile radios for both King & American and SF Ambulance Co.s carry the HEAR frequency. K&A portable radios also carry the HEAR frequency. Distribution of private ambulances to hospitals will provide the hospitals with redundancy on the HEAR frequency.)

PRIVATE AMBULANCE PERSONEL - cont'd.

Emergency Period - cont'd.

- o Off-duty paramedics and EMT-Ts should report to the nearest hospital, bringing appropriate paramedic or EMT-I identification with them.
- o Provide medical care in coordination with the respective hospital's casualty care efforts, and consistent with local policies and procedures and State regulations for level of certification.
- o Provide medical care at CCPs, health centers, clinics, search & rescue sites, etc, if reassigned by the Battalion Fire Chief or Medical Command Post (MCP). (NOTE: Every attempt will be made to maximize communications by pairing City and private ambulance personnel at CCPs. This will allow for direct communications from the CCP site to both MCP and hospitals. (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are SFGH, Room 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)
- o Follow safety instructions established for management of the disaster.
- o Maintain a record of all activities.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operations as directed.
- o Turn in all records as directed.

EMERGENCY ACTION CHECKLIST
RESPONSE TO TSUNAMI / SEICHE INUNDATION

C-MED DISPATCHERS

Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Obtain training in roles, responsibilities, plan content, etc.

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Warning/Alert Period

The Tsunami alert period may vary 1 to 16 hours. The impact would be in Emergency Response Districts (same as Fire Battalion Districts) #7 and #8. This involves the Richmond, Sunset/Parkside districts, Golden Gate Park and the Zoo. Seiche is associated with earthquake, and would impact the Bay frontage from the Golden Gate to the County line, in Emergency Response Districts #1, #3, #4 and #10. Although time would not be available for an alert message, management is essentially the same as for inundation due to Tsunami or reservoir failure.

- o Assess potential impact on physical status of CMED. (NOTE: it is not likely that inundation disasters will affect CMED's physical site.)
- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Provide field units with status reports, routes of evacuation, etc, on a regular basis.
- o Coordinate with CMED supervisor to retain personnel and initiate personnel call-back system as directed.
- o Prepare for activation of the Medical Command Post (MCP) and CMED's expanded role as communications center for all Health Department operations.

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Emergency Period

All Dispatch Positions

- o Assess status of emergency generator for use in event of need.

C-MED DISPATCHERS - cont'd.

Emergency Period - cont'd.

All Dispatch Positions - cont'd.

- o Conduct radio frequency checks.
- + Conduct ambulance roll call and ascertain survivability of units, personnel and supplies. Assign personnel with portable radios to the affected Battalion Fire Station(s) Headquarters. Proceed to MCP, if activated.

(NOTE: The primary MCP site is 135 Polk St., 1st Fl. conference room. Alternate sites are SFGH, Room 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)

IF COMMUNICATIONS EQUIPMENT IN CMED IS OPERABLE, OR IF DISPATCHING FROM THE MEDICAL COMMAND POST (MCP), PROCEED WITH THE FOLLOWING:

Dispatch Position 1

- o Continue to answer 911 calls (at CMED only) until 911 is suspended at the Public Service Answering Point (PSAP). If unable to provide ambulance service due to the magnitude of the disaster, notify caller of such. Provide self-help instructions to caller as appropriate.
- o Establish radio contact with SFFD to ascertain activation of the Emergency Coordination Center (ECC) and the designated Battalion Headquarters Stations.
- o Conduct ambulance roll call and ascertain survivability of on-duty units
- o Transmit pertinent safety information promptly to facilities and personnel.
- o Dispatch units to Fire Department Battalion Stations, so at least one EMT-P and radio are assigned to each of the affected Battalion Stations.
- o Establish contact with the SFPD.

C-MED DISPATCHERS - cont'd.

Dispatch Position 1 - cont'd.

- o Receive updated information from field units assigned to Battalion Stations:
 - + Location(s) or any change of location of triage and treatment areas.
 - + Access/egress routes.
 - + Numbers of casualties.
 - + Estimate of equipment needs.
 - + Estimate of transport needs.
 - + Evacuation needs.

Dispatch Positions 2 & 3

- o Establish radio contact with on duty Field Supervisor.
- o Establish contact with Chief of Division.
- o Initiate private sector roll call to ascertain survival of field units and availability. (To provide hospital with redundancy on the HEAR net, private ambulances and their personnel will be assigned to hospitals. Both K&A and SF Ambulance have the HEAR frequency on their mobile units K&A also has the HEAR frequency on its portable units.)
- o Conduct HEAR net roll call and updates.
- o Transmit pertinent safety information promptly to facilities and personnel.
- o Determine existence of MCP at 135 Polk St, conference room (or alternate sites: SFGH, Laguna Honda, and Health Center #2, in that order) and establish lines of communication to same.
- o Receive information and transmit messages to the MCP.
- o Transmit messages from the MCP to appropriate destination.
- o Assist other dispatchers as needed.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operations as directed.

Appendix D-7

EMERGENCY ACTION CHECKLIST
RESPONSE TO TRANSPORTATION ACCIDENT

DIRECTOR OF HEALTH or DESIGNEE

Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Ensure that DPH employees are trained in their roles, responsibilities, plan content, etc.
- o Promote and provide resources for community disaster preparedness.

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Emergency Period

- o Avoid/evacuate zone of transportation disaster; remain upwind from the disaster scene; take self-protective measures.
- o Go to Emergency Coordination Center (ECC) at 1003 Turk St, if activated.
- o Obtain and verify damage assessments/status reports from affected Fire Battalion Station(s), and Medical Command Post (MCP), if activated.
- o Assess staffing, including DPH representation at each affected Fire Battalion Headquarters, and assign personnel to key positions as necessary.
- o Determine status of medical facilities, medical support facilities and reupply resources.
- o Assess communications status; coordinate with Department of Electricity to restore critical medical communications links if necessary.
- o Coordinate with Fire Department and public safety agencies to:
 - + Protect health facilities, resources and personnel as required.
 - + Determine safest evacuation routes for health personnel from the scene of the accident.
 - + Identify safe locations for ambulances/personnel outside the perimeter of the disaster area, and appropriate access/egress routes.
- o Organize, mobilize and direct the operations of the MCP and the Medical and Health Service.
- o Direct all emergency medical care and treatment of the sick and injured.

Medical Operations
Response
To Transportation
Accident

DIRECTOR OF HEALTH - cont'd.

Emergency Period - cont'd.

- o Provide emergency medical support to sheltered population in coordination with Red Cross.
- o Allocate medical resources and procure additional resources as needed.
- o Institute environmental sanitation measures, as necessary.
- o Coordinate the operations of the Medical and Health Service with City Departments and other support services/agencies.
- o Request mutual aid resources as necessary.
- o Provide status reports to the Mayor and ECC on a regular basis.
- o Ensure a record of activities and actions taken during emergency is maintained.
- o Ensure preparation of and After-action Report and submit to departments/agencies as directed.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operations.
- o Release medical mutual aid personnel/equipment when no longer needed.
- o Ensure preparation of After-Action Report and distribute to departments/agencies as directed.
- o Organize and direct Health Department operations to request and/or obtain possible federal reimbursement for emergency disaster operations, if available.
- o Turn in record of activities as directed.

Appendix D-7

EMERGENCY ACTION CHECKLIST RESPONSE TO TRANSPORTATION ACCIDENT

DEPUTY DIRECTOR OF OPERATIONS or DESIGNEE
(Director of Medical Command Post)

Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Ensure that staff are trained in their roles, responsibilities, plan content, etc.
- o Establish coordinating agreements and procedures with other Health Department Directors, other City agencies, etc., as necessary.

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Emergency Period

- o Avoid/evacuate zone of disaster; remain upwind of disaster scene; take self-protective measures.
- o Establish contact with Medical Command Post (MCP), if activated, & Emergency Coordination Center (ECC) 1003 Turk St, if activated, as necessary. Notify Director of Health of presence; in the absence of the Director & Associate Director of Health, the Mayor may require the presence of the Deputy Director in the ECC.
(NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are SFGH, Room 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)
- o Obtain and verify status reports/damage assessments.
- o Assess communications status; coordinate with the ECC/Department of Electricity to restore critical communications links if necessary.
- o Determine status of Health Department personnel at affected Battalion Fire Station Headquarters and need for augmentation.
- o If the primary MCP is not operational or inaccessible due to the accident, assess status of alternate sites. Designate alternate MCP site, if it has not already been activated. Notify the ECC and other appropriate agencies of the location of the MCP.

DEPUTY DIRECTOR OF OPERATIONS or DESIGNEE - cont'd.

Emergency Period - cont'd.

- o Organize the MCP; assess MCP staffing needs and assign personnel to fill positions if designees are not present. Coordinate with ECC to bring key personnel in from other counties, if needed.
- o Coordinate all activities of the MCP. Develop a system for intra-organizational communication among the MCP components. The components are: Emergency Medical Services, Mental Health, Operations and Public Health.
- o In coordination with ECC, assess overall resources and needs of the medical care system.
- o Determine with Environmental Health/Toxics the potential hazards and appropriate mitigation alternatives.
- o Determine best utilization and allocation of emergency medical and health resources, in coordination with the ECC.
- o Coordinate with the Fire Department and public safety agencies through the Director of Health at the ECC, if activated, to determine:
 - + Safety procedures and plans to protect health facilities, personnel and resources.
 - + Safest evacuation routes from the scene of the accident, and safe access/egress routes to casualty care facilities, CCPs, etc.
 - + Safe locations for ambulances/personnel immediately outside the perimeter of the disaster scene, and appropriate access/egress routes.
- o Develop a media program in coordination with the Public Information Officer (PIO) and ECC; ensure that the community receives information necessary to maintain public health and safety.
- o Ensure that health facilities and personnel are promptly notified of information critical to their protection and safety.
- o Provide the ECC with status reports on a regular basis.
- o Advise the Director of Health/ECC on key issues and recommended actions.

DIRECTOR OF OPERATIONS or DESIGNEE - cont'd.

Emergency Period - cont'd.

- o Assess need and make recommendations for obtaining mutual aid resources.
- o Maintain a record of all activities and actions taken during emergency.
- o Ensure accurate record-keeping by all MCP personnel/components.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release medical mutual aid personnel/equipment when no longer needed.
- o Advise MCP staff on record-keeping and procedural matters related to possible federal reimbursement for emergency operations.
- o Turn in record of activities as directed.

Appendix D-7

EMERGENCY ACTION CHECKLIST
RESPONSE TO TRANSPORTATION ACCIDENT

PUBLIC INFORMATION OFFICER or DESIGNEE

Pre-Emergency Period

- o Review and/or revise disaster plan at least twice annually.
- o Establish coordinating procedures and agreements with Mayor's Press Secretary, Office of Emergency Services, etc.
- o Maintain current lists of news media personnel and agencies: AP, UPI, local and regional newspapers, radio and TV stations.
- o Prepare and have available printed and video taped news releases (in English, Spanish and Chinese as appropriate) to include the following: water purification procedures; preparation, storage and usage of food-stuffs; simple first aid instructions including references to information in the phone book; and household safety procedures.)

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Emergency Period

- o Avoid/evacuate zone of accident; remain upwind of disaster scene; take self-protective measures.
- o Report to Media Center, if activated. Otherwise report to the Medical Command Post (MCP) and obtain situation briefing.
(NOTE: The primary MCP site is 135 Polk St, 1st Fl, Conference room. Alternate sites are SFGH, Room 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)
- o Assess needs and obtain additional staff from personnel pool as necessary.
- o Establish communications and coordinate activities with Emergency Coordination Center (ECC) and Mayor's Press Secretary; coordinate with SFFD and public safety agencies so media releases are consistent with security and safety measures used in managing the disaster accident.
- o Gather information from MCP staff, etc, and assemble and prepare information for news releases by Media Center, PIO or Director of Health.

PUBLIC INFORMATION OFFICER or DESIGNEE -cont'd.

Emergency Period - cont'd.

- o Set-up and designate an area near the MCP only for media use and restrict their activity to this area.
- o Observe established constraints on release of information.
- o Transmit news releases to media at regular intervals. If phone lines are working, use the telephone for interviews and to advise and update the media.
- o Follow radio and television reports for new information.
- o Establish procedures for rumor control and rumor verification.
- o Maintain a record of all activities and actions taken during emergency.

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Post-Emergency Period

- o Prepare post-emergency releases and/or summary information for use by the media.
- o Phase out emergency operations and revert to normal operating procedures
- o Turn in record of activities as directed.

Appendix D-7

EMERGENCY ACTION CHECKLIST RESPONSE TO TRANSPORTATION ACCIDENT

EMS AGENCY MEDICAL DIRECTOR or DESIGNEE

Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Ensure that staff are trained in their roles and responsibilities, plan content, etc.
- o Establish coordinating agreements and procedures as necessary for medical mutual aid.

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Emergency Period

- o Avoid/evacuate zone of transportation disaster; remain upwind of disaster scene; take self-protective measures.
- o Go to Medical Command Post (MCP), if activated, and obtain status report. Be prepared to assume role of Director of the MCP in the absence of the Deputy Director of Operations.
(NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are SFGH, Room 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)
- o Organize EMS component; assign staff as needed if designated persons are not available. The working units are: Message Control, Communications, Blood Bank, CCP/Evacuation, and Patient Treatment. (NOTE: Patient Treatment includes the hospitals and responsibility for field triage and treatment.)
- o Coordinate all activities of the EMS component. Develop a system for intra-organizational communication among the EMS working units.
- o Assess overall resources and needs of medical care system with staff.
- o Coordinate with SFFD and public safety agencies through Director of Health at the ECC to obtain:
 - + Safe evacuation routes for medical personnel.
 - + Safe access and egress routes to CCPs and other health facilities.

EMS AGENCY MEDICAL DIRECTOR or DESIGNEE - cont'd.

Emergency Period - cont'd.

- + Safe locations for ambulances/personnel outside the perimeter of the disaster area, and access and egress routes to these locations.
- + Safety procedures for health facilities and personnel, particularly those inside or near the perimeter of the disaster scene.
- o Coordinate with Environmental Health/Toxics to determine extent of hazardous materials involvement and appropriate measures for monitoring and decontamination; provide support as needed.
- o Coordinate with Toxics Team (which includes the Poison Control Center, and physicians with special knowledge of toxics substances) to disseminate information to health facilities about any toxic substances involved in the transportation accident. This includes expected clinical signs and symptoms, treatment, etc.
- o Determine best utilization and allocation of emergency medical and health resources, in coordination with MCP and Emergency Coordination Center (ECC).
- o Coordinate EMS component activities with the Public Health, Operations and Mental Health elements of the Department of Public Health.
- o Provide Director of the MCP with status reports on a regular basis. Advise Director of MCP and Director of Health on key issues and recommended actions.
- o Assess need and make recommendations for obtaining mutual aid resources.
- o Maintain a record of all activities and actions taken during emergency.
- o Ensure accurate record-keeping by all EMS working units.

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Post-Emergency Period

- o Phase out emergency services and revert to usual operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn in record of activities as directed.

Appendix D-7

EMERGENCY ACTION CHECKLIST RESPONSE TO TRANSPORTATION ACCIDENT

EMS COORDINATOR

Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.

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Emergency Period

- o Avoid/evacuate zone of disaster, remain upwind of disaster scene; take self-protective measures.
- o Go to the Medical Command Post (MCP), if activated, and obtain status report.
(NOTE: The primary MCP site is 135 Polk St. 1st Fl. conference room. Alternate sites are SFGH, Room 2A6; Laguna Honda Hospital, Admin Area; and Health Center #2, in that order. An alternate MCP will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)
- o Organize message flow if not already done.
- o Utilize the personnel pool to obtain runners, scribes for maintaining status boards, and a recorder. Assign one runner and one scribe to each program area. (Operations, EMS, Mental Health and Public Health Programs and one to triage, if possible.
- o Instruct runners, scribes and recorder in their duties.
- o Coordinate with communications to ensure efficient and effective transmission of information.
- o Receive messages from all sources of communication; ensure that all messages are transmitted in writing. (NOTE: So that runners from hospitals and other facilities can be officially identified they will be given a code word or phrase. The code will be determined by Communications, who has responsibility for organizing communication links to all sites. Verify the code upon receipt of the Message.)
- o Make sure that all messages are properly marked with date and time (using a 24 hour clock), source and mode of transmission.

EMS COORDINATOR - cont'd.

Emergency Period - cont'd.

- o Announce critical events/messages which affect all working units to MCP staff (e.g. involvement of toxic substances in the accident, areas of evacuation, etc.) maintain status board of critical events/messages.

TRIAGE ALL MESSAGES TO APPROPRIATE DEPARTMENT AND ASSIGN APPROPRIATE PRIORITY FOR ACTION.

- o If outgoing communications are bottlenecked, prioritize outgoing messages; messages critical to facility and personnel safety are a priority.
- o Provide status reports to the MCP on a regular basis.
- o Maintain log of activities and actions taken during emergency.

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Post-Emergency Period

- o Ensure that all messages are retained and filed chronologically.
- o Release runners, scribes and recorder to their normal duties.
- o Turn in log of activities as directed.

Appendix D-7

EMERGENCY ACTION CHECKLIST
RESPONSE TO TRANSPORTATION ACCIDENT

COMMUNICATIONS SUPERVISOR, SFGH PARAMEDIC DIVISION or DESIGNEE

Pre-Emergency Period

- o Review and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.

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Emergency Period

- o Avoid/evacuate zone of disaster; remain upwind of disaster scene; take self-protective measures.
- o Go to Medical Command Post (MCP), if activated, and obtain status report (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)
- o Establish whether CMED is operable. If CMED is operable, assign a fourth dispatcher to handle radio communications related to the disaster, including the HEAR net.
- o Instruct CMED to notify all DPH department heads and managers of the disaster situation, if not already done.
- o Check the operational status of the emergency generator in event it is needed. (NOTE: Generator has a 50 gal. fuel capacity.)
- o Coordinate all communications staffing assignments.
- o If CMED is not able to function, notify the MCP and Emergency Coordination Center (ECC). Assign communications staff to the designated alternate MCP. Alternate MCPs are SFGH, Laguna Honda Hospital and Health Center #2, in that order. (NOTE: If Health Center #2 becomes the MCP, all communications will be done at the ECC, if activated, with messages sent to HC #2 by runner until a radio or telephone link can be established.)
- o Assign communications staff to ECC, if activated. Assign staff to DES COM-VAN if activated and needed. Consider assigning commo-staff, in coordination with Dept. of Electricity, to Twin Peaks Central Radio Station - CRS, if needed.

COMMUNICATIONS SUPERVISOR - cont'd.

Emergency Period - cont'd.

- o Establish communications with:
 - + ECC.
 - + Hospitals.
 - + Battalion Fire District Station(s) involved with disaster.
 - + Blood Bank.
 - + Health Centers, as needed.
 - + Private Ambulance Dispatch Centers.
- o Establish procedures for aircraft/helicopter communications with ECC, if activated, for coordination with military and civilian pilots for CCPs and other landing sites.
- o Obtain status reports/damage assessments from affected Battalion Fire Headquarters, ECC, etc.
- o THERE IS MEDICAL COMMUNICATIONS CAPABILITY ON MED CHANNEL 9 (COORDINATE I) IN THE MUNI TUNNELS FROM EMBARCADERO STATION TO 16th ST. STATION, AND HENCE THE BART STATIONS AT THE SAME LOCATIONS. IN BOTH INSTANCES, THERE ARE GAPS IN COMMUNICATIONS AND OTHER ALTERNATIVES MAY HAVE TO BE USED. THERE IS NO MEDICAL COMMUNICATIONS CAPABILITY BEYOND 16th ST. IN EITHER BART OR MUNI TUNNELS. THERE IS ALSO NO MEDICAL COMMUNICATIONS CAPABILITY WITHIN THE UNDERWATER TUBE SECTION WHICH CONNECTS S.F. AND ALAMEDA COUNTIES.
- o If the transportation accident occurs in a MUNI or BART tunnel from Embarcadero to 16th St. stations, instruct on-scene medic units to use Medical Channel 9 (Coordinate I) for outside communications. NOTE: The effectiveness of Coordinate I is lost as the operator steps away from the opening of the escalator or stairwell. It may be necessary to set up a radio relay on talk-around between MUNI and BART levels.
- o Consider the following communications alternatives if unable to communicate from a MUNI or BART tunnel to CMED (or vice-a-versa) during a transportation disaster:
 - + Request SFPD to relay messages to CMED.
 - + Use BART Police Department to relay messages from BART Command at Lake Merritt Station to CMED.
 - + Request SFPD to relay messages to CMED.

COMMUNICATIONS SUPERVISOR - cont'd.

Emergency Period - cont'd.

- + Reassign a PIC radio to the scene; coordinate with Medical Commander on-scene and SFPD to choose the most useable channel for medical back-up. (NOTE: Paramedic supervisor's radio carry PIC zones channels 1, 2, 3 and 4.)
 - + Use MUNI as relay.
 - + To relay messages from inside the underwater BART tube connecting SF and Alameda Counties, use SFPD (via telephone from the SFPD Command Post at Embarcadero Station or radio.)
NOTE: There is no medical radio communications capability from within the underwater tube.
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- o Consider accessing MUNI communications resources if needed; all buses and supervisors have radios.
 - o Determine status and availability of RACES personnel and assign to critical sites where radio support is most needed. If need exceeds availability of amateur radio personnel, a schedule of rotating sites may be need to be set up. MCP, ECC and Blood Bank are priorities.
 - o Ensure that information critical to facility and personnel safety is transmitted promptly from the communications center; these are priority messages.
 - o Develop a system for radio battery exchange and replacement for radios used in the field, if needed.
 - o Obtain runners through personnel pool and establish a regular communications link with key sites. (NOTE: Assign a code word or phrase for all runners to use upon receipt and acceptance of messages. Notify all facilities communicating with the MCP via messenger to utilize the code on all written transmissions. This will identify official messages. Also notify Message Control at the MCP of the code used.)
 - o Forward all messages from CMED to MCP and report communications status to MCP and ECC, if activated, on a regular basis.
 - o Coordinate with CCP function to provide communication resources to CCPs.

COMMUNICATIONS SUPERVISOR - cont'd.

Emergency Period - cont'd.

- o Maintain a record of all messages in chronological order and record all activities.

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Post-Emergency Period

- o Phase out emergency service operations and revert to normal operations
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn-in all records as directed.

Appendix D-7

EMERGENCY ACTION CHECKLIST RESPONSE TO TRANSPORTATION ACCIDENT

DIRECTOR, IRWIN MEMORIAL BLOOD BANK

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Participate in HEAR net communications tests and exercises to gain and maintain proficiency.
- o Develop a method to ensure communications redundancy.
- o Train personnel in their roles and responsibilities, plan content, communications, etc.
- o Establish coordinating procedures and agreements, as necessary, with hospitals, professional societies, suppliers, and other blood banking systems.
- o Establish policies for prioritizing blood product requests and for allocating blood resources, in conjunction with hospitals, the Department of Health, etc.
- o Determine integrity of facilities and establish a relocation site should current facilities be inoperable.

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Emergency Period

- o Avoid/evacuate zone of disaster; remain upwind of disaster scene; take self-protective measures.
- o Report to Medical Command Post (MCP), if activated, and activate disaster plan consistent with plans developed by the California Blood Banking System and the Emergency Operations Plan of the City & County of San Francisco.
(NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)

IRWIN MEMORIAL BLOOD BANK - cont'd.

Emergency Period - cont'd.

- o Establish communications with Irwin Blood Bank at Turk & Masonic Sts., by HEAR radio, runners or RACES if possible. Obtain status reports from Irwin (inventory, staff and supply shortages) on a regular basis.
- o Receive and act on requests for blood products. Hospitals will direct their requests for blood products to the MCP; delivery of blood products to facilities inside the perimeter of the disaster area may be curtailed.
- o Keep blood bank personnel apprised of safety procedures access/egress routes, etc.
- o Make every attempt to distribute only processed blood products and initiate procedures to obtain processed blood products from jurisdictions not affected by the disaster.
- o Allocate blood resources according to pre-established policy if so charged by the Director of Health or designee. (NOTE: The Director of Health shall allocate blood resources. However, the Director may delegate that responsibility to the Director of Blood Bank or designee.)
- o Maintain a record of all activities and actions taken during emergency.

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Post-Emergency Period

- o Supervise and coordinate all post-disaster activities concerned with the procurement, storage and distribution of blood supplies within the City & County of San Francisco.
- o Phase out emergency procedures and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn in record of activities as directed.

EMERGENCY ACTION CHECKLIST
RESPONSE TO TRANSPORTATION ACCIDENT

CHIEF, SFGH PARAMEDIC DIVISION

Pre-Emergency Period

- o Review and/or revise disaster plan at least twice annually.
- o Establish and maintain contact with military liaisons.

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Emergency Period

- o Avoid/evacuate zone of disaster; remain upwind of disaster scene; take self-protective measures.
- o Go to Medical Command Post (MCP), if activated, and obtain status report. (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)
- o Verify all intelligence pertinent to casualty care. Verify the presence of any large groups of casualties not at Casualty Care Facilities (CCFs) with affected District Fire Battalion Station(s).
- o Assess need for opening Casualty Collection Points for evacuation in coordination with other EMS working units. Forward all recommendations to the EMS Coordinator.
- o Coordinate activation of CCPs on any federally owned sites through the Emergency Coordination Center (ECC) if activated. They are:
 - + Crissy Field in the Presidio of San Francisco.
 - + Letterman Army Hospital in the Presidio of San Francisco.
 - + Fort Mason of the Golden Gate National Recreation Area.
- o Check with Communications function to determine established procedures for communications coordination with military and civilian aircraft.
- o Establish, organize, staff and supply CCPs in coordination with other MCP components and the ECC, if activated.
 - + Smoke, flags, etc, necessary to assist with aircraft landing

CHIEF, SFGH PARAMEDIC DIVISION - cont'd.

Emergency Period - cont'd.

- + Staffing.
 - ** Attempt to maximize communications by pairing City and private ambulance personnel at CCPs. This will allow for direct communications capability from the CCP site to both the MCP and the hospitals. Both SF Ambulance & King & American have the HEAR frequency in their mobile units. K&A also has the HEAR frequency on its portable units.
 - ** Coordinate with Patient Treatment to staff CCPs with MDs and RNs, in addition to pre-hospital personnel.
 - + Supplies.
 - + Transportation.
 - + Evacuation of patient from Casualty Care Facilities.
 - + Communication needs.
 - + Selection of site based on location of casualties and available aircraft space and visibility requirements for landing; site should be upwind from disaster scene, especially if toxic substances are involved.
- o Consider requesting MUNI buses to move large numbers of persons road conditions permitting. (NOTE: MUNI buses have radios)
 - o Coordinate with SFFD and SFPD to provide support at aircraft landing site(s).
 - o Coordinate collection of dead at CCP site(s) with the Coroner.
 - o Serve as a liaison with military in support of CCP operations.
 - o Provide projections of needed resources and status reports on a regular basis.
 - o Maintain a record of activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Coordinate phase out with military support personnel.
- o Turn in record of activities as directed.

Appendix D-7

EMERGENCY ACTION CHECKLIST
RESPONSE TO TRANSPORTATION ACCIDENT

APPOINTEES FROM SF MEDICAL SOCIETY
WEST BAY HOSPITAL CONFERENCE
SF EMERGENCY PHYSICIANS ASSOCIATION

Pre-Emergency Period

- o Review and/or revise disaster plan at least twice annually.
- o Obtain training in roles and responsibilities, plan content, etc.

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Emergency Period

- o Avoid/evacuate zone of disaster; remain upwind of disaster scene; take self-protective measures.
- o Go to Medical Command Post (MCP), if activated, and obtain status report. (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)
- o Collect and organize information on hospital status including:
 - + Physical plant status.
 - + Critical short and long term needs, including blood and other medical and material supplies.
 - + Number of casualties/injured.
 - + Number of medical personnel responders.
 - + Status of Casualty Care Facility (CCF) operations.
 - + Evacuation plans and status, as might be required.
- o Establish a schedule, in coordination with Blood Bank and communications function, to obtain hospital reports of blood and supply needs on a regular basis.
- o Maintain hospitals and field status board if no scribe is available.
- o Provide MCP with regular reports on hospital and field status and informed of problems/projections which will need intervention/coordination with Emergency Coordination Center (ECC), if activated.

APPOINTEES: SFMS; WBHC; SFEPA - cont'd.

Emergency Period - cont'd.

- o Allocate available medical resources and meet critical needs in coordination with other MCP staff.
- o Coordinate with Public Health programs and Casualty Collection Point (CCP) functions to determine need/feasibility of opening field treatment units (1st aid stations, health centers, CCPs).
- o Manage medical personnel pool resources; personnel resources may be needed to augment hospitals & field units (1st aid stations, health centers CCPs, scene of disaster, etc.). Be prepared to move MDs and RNs from hospitals to support CCPs as they open.
- o Coordinate with the Public Information Officer (PIO) to disseminate information to the public about hospital closures and additional resources available for medical care.
- o Coordinate with Mental Health for additional support services, if needed.
- o Make recommendations to EMS Coordinator concerning hospital closures, diversion of casualties from one site to another, etc.
- o Maintain a record of all activities and actions taken during emergency

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn in record of activities as directed.

EMERGENCY ACTION CHECKLIST
RESPONSE TO TRANSPORTATION ACCIDENT

FIELD PARAMEDIC

Pre-Emergency Period

- o Review disaster plan at least twice annually.
- o Obtain training in roles, responsibilities, plan content, etc.

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Emergency Period

- o Avoid/evacuate zone of disaster; remain upwind of disaster scene; take self-protective measures.
- o Establish contact with CMED. Report status of personnel, supplies, equipment and vehicles.
- o If communications are intact, go to the District Battalion Fire Station as assigned by CMED. If not, go to the nearest Battalion Station. (NOTE: At least one City paramedic with a radio should be at affected Battalion Station(s).)
- o Off-duty City paramedics should report to the nearest Battalion Fire Station, bringing appropriate paramedic identification with them.
- o Paramedics will work under the direction of the Battalion Fire Chief, until the Medical Command Post (MCP) is operational. The most senior paramedic at the Battalion Fire Station(s) will report directly to the Battalion Chief and direct other paramedics. Primary responsibilities of the senior paramedic include: assessment of medical status in the district, relay of information and medical needs and casualty care. (NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are SFCH, Rm. 2A6; Laguna Honda Hospital, Admin. Area and Health Center #2, in that order. An alternate MCP will be activated only if the previously listed site is not able to function. There only one MCP and these sites will not be functioning simultaneously.)
- o Provide medical care at CCPs, hospitals, health centers, clinics, search & rescue site, scene of disaster, etc, if reassigned by the Battalion Chief or MCP. (NOTE: Every attempt will be made to maximize communications by pairing City & private ambulance personnel at CCPs. This will allow for direct communications from the CCP site to both the MCP and the hospitals.)

Medical Operations
Response
To Transportation
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FIELD PARAMEDIC - cont'd.

Emergency Period - cont'd.

- o THERE IS MEDICAL COMMUNICATIONS CAPABILITY ON MED CHANNEL 9 (COORDINATE I) IN THE MUNI TUNNELS FROM EMBARCADERO TO 16th ST. STATIONS, & HENCE THE BART STATIONS AT THE SAME LOCATIONS. IN BOTH INSTANCES, THERE ARE GAPS IN COMMUNICATIONS AND OTHER ALTERNATIVES MAY HAVE TO BE USED. THERE IS ALSO NO MEDICAL COMMUNICATIONS CAPABILITY WITHIN THE UNDERWATER TUBE SECTION WHICH CONNECTS SF AND ALAMEDA COUNTIES.
- o If the transportation accident occurs in a MUNI or BART tunnel from Embarcadero to 16th St. stations: on-scene medics should use Medical Channel 9 (Coordinate I) for outside communications. NOTE: The effectiveness of Coordinate I is lost as the operator steps away from the opening of the escalator or stairwell. It may be necessary to set up a radio relay or talk-around between MUNI and BART levels.
- o Consider the following communications alternatives if unable to communicate from a MUNI or BART tunnel to CMED during a transportation disaster.
 - + Request SFPD to relay messages to CMED.
 - + Use BART Police Department to relay messages from BART Command at Lake Merritt Station to CMED.
 - + Request SFPD to relay messages to CMED.
 - + Request a PIC radio to the scene through on-scene Medical Commander. Use the PIC channel identified as most workable by SFPD for medical back-up. (NOTE: Paramedic supervisor's radios carry PIC Zone channels 1,2,3, and 4.)
 - + Use MUNI to relay messages.
 - + To relay messages from inside the underwater BART tube section connecting SF and Alameda Counties, use SFPD (via telephone from the SFPD Command Post at Embarcadero Station or radio). (NOTE: There is no medical radio communications capability from within the underwater tube.)
- o Maintain a record of all activities.

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Post-Emergency Period

- o Phase out emergency operations & revert to normal operations as directed.
- o Turn-in all records as directed.

Appendix D-7

EMERGENCY ACTION CHECKLIST RESPONSE TO TRANSPORTATION ACCIDENT

PRIVATE AMBULANCE PERSONNEL

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Obtain training in roles, responsibilities, plan content, etc.

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Emergency Period

- o Avoid/evacuate zone of disaster; remain upwind of disaster scene; take self-protective measures.
- o Establish contact with respective dispatch centers. Report status of personnel, supplies, equipment and vehicles.
- o If communications are intact, go to an acute care hospital as assigned by dispatch. If communications are not intact, go to the nearest hospital. (NOTE: The mobile radios for both King & American and SF Ambulance carry the HEAR frequency. K&A portable radios also carry the HEAR frequency. Distribution of private ambulances to hospitals will provide the hospitals with redundancy on the HEAR frequency.
- o Off-duty paramedics and EMT-I's should report to the nearest hospital, bringing appropriate paramedic or EMT-I identification with them.
- o Provide medical care in coordination with the respective hospital's casualty care efforts, and consistent with local policies and procedures and State regulations for level of certification.
- o Provide medical care at CCPs, health centers, clinics, search & rescue sites, scene of disaster, etc., if reassigned by the Battalion Fire Chief or Medical Command Post (MCP). (NOTE: Every attempt will be made to maximize communications by pairing City and private ambulance personnel at CCPs. This will allow for direct communications from the CCP site to both the MCP and the hospitals.)

(NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)

PRIVATE AMBULANCE PERSONNEL - cont'd.

Emergency Period - cont'd.

- o THERE IS MEDICAL COMMUNICATIONS CAPABILITY ON MED CHANNEL 9 (COORDINATE I) IN THE MUNI & BART TUNNELS FROM EMBARCADERO TO 16th St. STATIONS AT THE SAME LOCATIONS. IN BOTH INSTANCES, THERE ARE GAPS IN THE COMMUNICATIONS AND OTHER ALTERNATIVES MAY HAVE TO BE USED. THERE IS NO MEDICAL COMMUNICATIONS CAPABILITY BEYOND 16th St. IN EITHER BART OR MUNI TUNNELS. THERE IS ALSO NO MEDICAL COMMUNICATIONS CAPABILITY WITHIN THE UNDERWATER TUBE WHICH CONNECTS SF AND ALAMEDA COUNTIES.
- o If the disaster occurs in a MUNI or BART tunnel from Embarcadero to 16th St. stations, on-scene medics should use Medical Channel 9 (Coordinate I) for outside communications. NOTE: The effectiveness of Coordinate I is lost as the operator steps away from the opening of the escalator or stairwell. It may be necessary to set up a radio relay on talk-around between MUNI and BART levels.
- o Consider the following communications alternatives if unable to communicate from a MUNI or BART tunnel to CMED during a transportation disaster:
 - + Request SFFD to relay messages to CMED.
 - + Use BART Police to relay messages from BART Command at Lake Merritt Station to CMED.
 - + Request SFPD to relay messages to CMED.
 - + Request a PIC radio to the scene through the on-scene Medical Commander. Use the PIC channel identified as most workable by SFPD for medical back-up. (NOTE: Paramedic supervisor's radios carry PIC Zons channels 1, 2, 3, & 4.)
 - + Use MUNI as a relay.
 - + To relay messages from inside the underwater BART tube connecting SF and Alameda Counties, use SFFD (via telephone from the the SFFD Command Post at Embarcadero Station or radio). NOTE: There is no medical radio communications capability from within the underwater tube.
- o Maintain a record of all activities.

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Post-Emergency Period

- o Phase out emergency operations & revert to normal operations.
- o Turn in all records of activities as directed.

Appendix D-7

EMERGENCY ACTION CHECKLIST RESPONSE TO TRANSPORTATION ACCIDENT

C-MED DISPATCHERS

Pre-Emergency Period

- o Review and/or revise disaster plan at least twice annually.
- o Obtain training in roles, responsibilities, plan content, etc.

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Emergency Period

All Dispatch Positions

- o Avoid/evacuate zone of disaster; remain upwind of disaster scene; take self-protective measures.
- o Conduct radio frequency checks. Ascertain survivability of radio equipment.
 - + IF CMED IS NOT OPERABLE move to safe adjacent area and attempt communications with portable radios.
 - + If portable radio transmission is unsuccessful, conduct ambulance roll call and ascertain survivability of units, personnel and supplies. Assign personnel with portable radios to each affected Battalion Fire Headquarters Station. Proceed to MCP at SFGH if that site is secure. (NOTE: The primary MCP is 135 Polk St, 1st Fl, conference room. Alternate sites are SFGH, 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)

IF COMMUNICATIONS EQUIPMENT IN CMED IS OPERABLE, OR IF DISPATCHING FROM THE MEDICAL COMMAND POST (MCP), PROCEED WITH THE FOLLOWING:

Dispatch Position 1

- o Continue to answer 911 calls (at CMED only) until 911 is suspended at the Public Service Answering Point (PSAP). If unable to provide

Medical Operations
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C-MED DISPATCHERS - cont'd.

Emergency Period - cont'd.

ambulance service due to the magnitude of the disaster, notify caller of such. Provide self-help instructions to caller as appropriate.

- o Establish radio contact with SFFD to ascertain survivability and activation of the Emergency Coordination Center (ECC) and the affected Battalion Headquarters Station(s).
- o Conduct ambulance roll call and ascertain survivability of on-duty units.
- o Dispatch units to affected Fire Battalion Headquarters Station(s) so that at least one EMT-P and radio are assigned to each affected Battalion.
- o Establish contact with SFPD.
- o Receive updated information from field units assigned to affected Battalion Station(s):
 - + Locations or any change of locations of triage and treatment areas.
 - + Access/egress routes.
 - + Estimate of equipment needs.
 - + Estimate of transport needs.

Dispatch Positions 2 & 3

- o Establish radio contact with on-duty Field Supervisor.
- o Establish contact with Chief of Division.
- o Initiate private sector roll call to ascertain survival of field units and availability. (To provide hospitals with redundancy on the HEAR net, private ambulances and their personnel will be assigned to hospitals. Both K&A and SF Ambulance have the HEAR frequency on their mobile units. K&A also has the HEAR frequency on its portable units.)
- o Conduct HEAR roll call and updates.
- o Determine existence of MCP at 135 Polk St. conference room (or alternate sites: SFGH, Laguna Honda Hospital, Health Center #2, in that order) and establish lines of communication to same.

C-MED DISPATCHERS - cont'd.

Emergency Period - cont'd.

- o Receive information and transmit messages to the MCP.
- o Transmit messages from the MCP to appropriate destination.
- o Assist other dispatchers as needed.

SPECIAL NOTE TO ALL DISPATCHERS IF TRANSPORTATION ACCIDENT OCCURS IN A BART OR MUNI TUNNEL.

- o THERE IS MEDICAL COMMUNICATIONS CAPABILITY ON MED CHANNEL 9 (COORDINATE 1) IN THE MUNI AND BART TUNNELS FROM EMBARCADERO TO 16th St. STATIONS. IN BOTH INSTANCES, THERE ARE GAPS IN THE COMMUNICATIONS AND OTHER ALTERNATIVES MAY HAVE TO USED. THERE IS NO MEDICAL COMMUNICATIONS CAPABILITY BEYOND 16th St. IN EITHER BART OR MUNI TUNNELS. THERE IS ALSO NO MEDICAL COMMUNICATIONS CAPABILITY IN THE UNDERWATER TUBE WHICH CONNECTS SF AND ALAMEDA COUNTIES.
- o If the transportation accident occurs in a MUNI/BART tunnel from the Embarcadero to 16th St. stations, on-scene medics should use Medical Channel 9 (Coord 1) for outside communications. NOTE: The effectiveness of Coord 1 is lost as the operator steps away from the opening of the escalator or stairwell. It may be necessary to set up a radio relay on talk-around between MUNI and VART levels.
- o Consider the following alternatives if unable to communicate from CMED to on-scene medics in a MUNI/BART tunnel during an accident.
 - + Request SFPD to relay messages.
 - + Request BART Command at Lake Merritt Station to relay messages via BART Police radios.
 - + Request SFPD to relay messages.
 - + Request a PIC radio to the scene, if on-scene Medical Commander does not already have one. Use the PIC channel identified as most workable by SFPD for medical back-up. (Note: Paramedic Supervisor's radios carry PIC Zones 1, 2, 3 and 4.
 - + Use MUNI as a relay.
 - + To relay messages from CMED to the underwater BART tube between SF & Alameda Co., use SFPD (via telephone from SFPD CP at Embarcadero Station or radio). There is no radio communications from the underwater tube.

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Post-Emergency Period

- o Phase out emergency operations & revert to normal operations.

Appendix D-8

EMERGENCY ACTION CHECKLIST
RESPONSE TO CIVIL DISTURBANCE

DIRECTOR OF HEALTH or DESIGNEE

Pre-Emergency Period

- o Review, test, and/or review disaster plan at least twice annually.
- o Ensure that all DPH employees are trained in their roles, responsibilities, plan content, etc.
- o Promote & provide resources for community disaster preparedness.

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Emergency Period

- o If activated, go to Emergency Coordination Center (ECC) at 1003 Turk.
- o Obtain and verify status reports from affected Fire Battalion Headquarters Station(s) & Medical Command Post (MCP) if activated.
- o Assess staffing, including DPH representation at each affected Fire Battalion District Headquarters, & assign personnel to key positions as necessary.
- o Determine status of medical facilities, medical support facilities and resupply resources.
- o Assess communications status: coordinate with Department of Electricity to restore critical medical communications links, as necessary.
- o Coordinate with Police Department and other law enforcement agencies to:
 - + Protect facilities, resources and personnel.
 - + Maintain critical health services.
 - + Determine safest evacuation routes for health personnel from the scene of the disturbance.
 - + Identify safe locations for ambulances outside the perimeter of the disturbance and appropriate access/egress routes.
 - + Develop safety policies and procedures for health personnel.
- o Organize, mobilize and direct the operations of the MCP and the Medical and Health Service.
- o Direct all emergency medical care & treatment of the sick & injured.

DIRECTOR OF HEALTH or DESIGNEE - cont'd.

Emergency Period - cont'd.

- o Provide emergency medical support to sheltered populations, in coordination with Red Cross.
- o Allocate medical resources and procure additional resources as needed.
- o Institute environmental sanitation measures, as needed.
- o Provide mental health resources to the public safety responders and community, if requested.
- o Coordinate the operations of the Medical and Health Service with City Departments and other support service/agencies.
- o Ensure the community is notified of situations/events dangerous to public health & safety receives appropriate instruction on preventive measures.
- o Request mutual aid resources as necessary.
- o Provide status reports to the Mayor and ECC on a regular basis.
- o Maintain a record of activities and actions taken during emergency.
- o Ensure preparation of After-action Report and submit to departments and agencies as directed.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operations.
- o Release medical mutual aid personnel/equipment when no longer needed.
- o Provide continued community mental health support services as needed.
- o Organize and direct Health Department operations to obtain appropriate state and federal reimbursement as might be available.
- o Turn in record of activities as directed.

Appendix D-8

EMERGENCY ACTION CHECKLIST
RESPONSE TO CIVIL DISTURBANCE

DEPUTY DIRECTOR OF OPERATIONS or DESIGNEE

Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Ensure that staff are trained in their roles, responsibilities, plan content, etc.
- o Establish coordinating agreements and procedures with other Health Department Directors or other City agencies, etc. as needed.

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Emergency Period

- o Establish contact with Medical Command Post (MCP) and Emergency Coordination Center (ECC) at 1003 Turk St. Notify Director of Health of presence; in the absence of the Director & Associate Director of Health, the Mayor may require the presence of the Deputy Director in the ECC. (NOTE: The primary MCP is 135 Polk St, 1st Fl. conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital, Admin Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not function simultaneously)
- o Obtain and verify status reports/damage assessments.
- o Assess communications status; coordinate with the ECC/Department of Electricity to restore critical communications links as required.
- o Determine status of Health Departments personnel at affected Battalion Fire Headquarters Station(s) and need for augmentation.
- o If the primary MCP site is inoperable or inaccessible due to the disturbance, assess status of alternative sites. Designate alternate MCP site, if not already activated. Notify ECC, if activated, and other appropriate agencies of the location of the MCP.
- o Organize the MCP; assess MCP staffing needs and assign personnel to fill positions if designees are not present. Coordinate with ECC, if activated, to bring in Key City departmental personnel living in other counties.

DEPUTY DIRECTOR OF OPERATIONS or DESIGNEE - cont'd.

Emergency Period - cont'd.

- o Coordinate all activities of the MCP. Develop a system for intra-organizational communication among the MCP components. The components are Emergency Medical Services, Mental Health, Operations and Public Health.
- o In coordination with ECC, if activated, assess overall resources and needs of the medical care system.
- o Determine best utilization & allocation of emergency medical & health resources, in coordination with the ECC, if activated.
- o Coordinate with police through the Director of Health at the ECC, if activated, to determine:
 - + Protection needs, availability, and plans for facilities, resources, & personnel critical to maintain essential health services
 - + Safest evacuation routes from the scene of the disturbance, and safe access/egress routes to casualty care facilities, CCPs.
 - + Safe locations for ambulances outside the perimeter of the disturbance and appropriate access/egress routes.
 - + Safety policies and procedures for health personnel.
- o Develop a media program in coordination with the Public Information Officer (PIO) and ECC, if activated; ensure the community receives information necessary to maintain public health and safety.
- o Ensure that health facilities and personnel are promptly notified of information critical to their protection and safety.
- o Provide the ECC, if activated, with status reports on a regular basis.
- o Advise the Director of Health/ECC, if activated, on key issues and recommended actions.
- o Assess need & make recommendations for obtaining mutual aid resources.
- o Maintain a record of all activities and actions taken during emergency.
- o Ensure accurate record-keeping by all MCP personnel & staff elements.

DEPUTY DIRECTOR OF OPERATIONS or DESIGNEE - cont'd.

Post-Emergency Period

- o Phase out emergency medical services and revert to normal operations.
- o Release medical mutual aid personnel and equipment when no longer needed.
- o Turn-in all records of emergency actions as directed.
- o Advise MCP staff on record-keeping and procedural matters related to possible state and/or federal reimbursement, if available and/or eligible.

Appendix D-8

EMERGENCY ACTION CHECKLIST
RESPONSE TO CIVIL DISTURBANCE

PUBLIC INFORMATION OFFICER or DESIGNEE

Pre-Emergency Period

- o Review and/or revise disaster plan at least twice annually.
- o Establish coordinating procedures and agreements with Mayor's Press Secretary, Office of Emergency Services, etc.
- o Maintain current lists of news media personnel and agencies: AP, UPI, local and regional newspapers, radio and TX stations.
- o Prepare and have available printed and videotaped news releases (in English, Spanish and Chinese, etc., as appropriate) to include the following: water purification procedures; preparation, storage and usage of foodstuffs; simple 1st aid instructions including references to information in the phone book; and household safety procedures.

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Emergency Period

- o Report to the Media Center if established. Otherwise, report to the Medical Command Post (MCP), if activated, and obtain situation briefing. (NOTE: The primary MCP site is 135 Polk St. 1st Fl. conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not function simultaneously.)
- o Assess needs & obtain additional staff from personnel pool as needed.
- o Establish communications & coordinate activities with Emergency Coordination Center (ECC), if activated, and Mayor's Press Secretary; coordinate with police so media releases are consistent with security measures used in managing the disturbance.
- o Gather information from MCP staff, etc, and assemble and prepare information for news releases by Media Center, PIO or Director of Health
- o Set up and designate an area near the MCP, if activated, only for media use and restrict their activity to this area.

PUBLIC INFORMATION OFFICER or DESIGNEE - cont'd.

Emergency Period - cont'd.

- o Observe established constraints on release of information.
- o Transmit news releases to media at regular intervals. If phone lines are working, use the telephone for interviews and to advise and update media.
- o Follow radio and television reports for any additional new information
- o Establish procedures for rumor control and rumor verification.
- o Maintain a record of all activities and actions taken during emergency

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Post-Emergency Period

- o Prepare post-incident releases and/or summary information for use by the media.
- o Phase out emergency operations and revert to normal operating procedures.
- o Turn in record of activities as directed.

Appendix D-8

EMERGENCY ACTION CHECKLIST RESPONSE TO CIVIL DISTURBANCE

EMS AGENCY MEDICAL DIRECTOR or DESIGNEE

Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Ensure that staff are trained in their roles, responsibilities, plan content, etc.
- o Establish coordinating agreements and procedures as necessary for medical mutual aid.

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Emergency Period

- o Go to Medical Command Post (MCP), if activated, and obtain status report. Be prepared to assume role of Director of MCP in the absence of the Deputy Director of Operations. (NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)
- o Organize EMS component; assign staff as needed if designated persons are not available. The working units are: Message Control, Communications, Blood Bank, CCP/Evacuation, and Patient Treatment. (NOTE: Patient Treatment includes the hospitals and responsibility for field triage and treatment.)
- o Coordinate all activities of the EMS component. Develop a system for intra-organizational communication among EMS working units.
- o Assess overall resources and needs of medical care system with staff.
- o Assess security needs to protect personnel, facilities, CCPs, resources, etc. critical to provision of essential health services.
- o Coordinate with police through Director of Health at ECC, if activated to obtain:
 - + Safe evacuation routes for medical personnel.
 - + Safe access/egress routes to CCPs and other health facilities.

EMS AGENCY MEDICAL DIRECTOR or DESIGNEE - cont'd.

Emergency Period - cont'd.

- + Safe locations for ambulances outside the perimeter of the disturbance, and access/egress routes to these locations.
- + Protection for health facilities, particularly those inside the zone of the disturbance.
- o Determine best utilization and allocation emergency medical and health resources, in coordination with MCP and Emergency Coordination Center (ECC), if activated.
- o Coordinate EMS component activities with the Public Health, Operations and Mental Health elements of DPH.
- o Ensure that personnel/facilities receive safety instructions established for management of the disturbance.
- o Provide Director of the MCP with status reports on a regular basis. Advise Director of MCP and Director of Health on key issues and recommended actions.
- o Assess need and make recommendations for obtaining mutual aid support.
- o Maintain a record of all activities and actions taken during emergency
- o Ensure accurate record-keeping by all EMS working units.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel and equipment when no longer needed.
- o Turn in record of activities as directed.

Appendix D-8

EMERGENCY ACTION CHECKLIST RESPONSE TO CIVIL DISTURBANCE

EMS COORDINATOR

Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.

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Emergency Period

- o Go to Medical Command Post (MCP, if activated, and obtain status report. (NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)
- o Organize message flow if not already done.
- o Utilize the personnel pool to obtain runners, scribes for maintaining status boards, and a recorder. Assign one runner and one scribe to each program area (Operations, EMS, Mental Health and Public Health Programs) and one to Triage, if possible.
- o Instruct runners, scribes and recorder in their duties.
- o Coordinate with Communications to ensure efficient and effective transmission of information.
- o Receive messages from all sources of communication; ensure that all messages are transmitted in writing. (NOTE: So that runners from hospitals and other facilities can be officially identified, they will be given a code word or phrase to use. The code will be determined by Communications, who has responsibility for organizing communication links to all sites. Verify the code upon receipt of the message.)
- o Make sure that all messages are properly marked with date and time (using a 24 hour clock system), source and mode of transmission.
- o Announce critical events/messages which affect all working units to MCP staff (e.g. area evacuation, significant changes in the status of the incident, etc.); maintain status board of critical events/messages

EMS COORDINATOR - cont'd.

Emergency Period - cont'd.

- o TRIAGE ALL MESSAGES TO APPROPRIATE DEPARTMENT AND ASSIGN APPROPRIATE PRIORITY FOR ACTION.
- o If outgoing communications are bottlenecked, prioritize outgoing messages; messages that provide health facilities and personnel with information critical to their safety are a priority.
- o Provide status reports to the MCP on a regular basis.
- o Maintain record of activities and actions taken during emergency.

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Post-Emergency Period

- o Ensure that all messages are retained and filed chronologically.
- o Release runners, scribes and recorder to their normal duties.
- o Turn in record of activities as directed.

Appendix D-8

EMERGENCY ACTION CHECKLIST
RESPONSE TO CIVIL DISTURBANCE

COMMUNICATIONS SUPERVISOR, SFGH PARAMEDIC DIVISION or DESIGNEE

Pre-Emergency Period

- o Review and/or revise disaster plan at least twice annually.
- o Train staff in their roles, responsibilities, plan content, etc.

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Emergency Period

- o Go to Medical Command Post (MCP), if activated, and obtain status report. (NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)
- o Establish whether CMED is operable. If CMED is operable, assign a fourth dispatcher to handle radio communications related to incident, including the HEAR net.
- o Ensure that all DPH department heads and managers have been notified of the civil disturbance incident.
- o Check the status of the emergency generator in event that it may be required. (NOTE: Generator has a 50 gal fuel capacity)
- o Coordinate all communications staffing assignments.
- o If CMED is unable to function, notify the MCP and Emergency Coordination Center (ECC), if activated. Assign communications staff to the designated alternate MCP; designation will be based on situation assessment, communications capability, and accessibility of the site relative to the disturbance. Alternate MCPs are: SFGH, Laguna Honda Hospital, and Health Center #2, in that order. (NOTE: if HC #2 becomes the MCP, all communications will be done at the ECC, if activated, with messages sent to HC #2 by runner until a radio or telephone link can be established.)

COMMUNICATIONS SUPERVISOR - cont'd.

Emergency Period - cont'd.

- o Assign communications staff to ECC, when activated. Assign staff to the DES communications van, if activated, and if needed. Consider assigning communications staff, in coordination with Dept. of Electricity, to Central Radio Station -CRS, Twin Peaks.
- o Establish communications with:
 - + ECC, as required.
 - + Hospitals, required.
 - + Battalion Fire Headquarters Station(s), as required.
 - + Blood Bank,
 - + Health Centers, as required.
 - + Private Ambulance Dispatch Centers.
 - + SFPD (NOTE: The KP line, High Band 5 frequency and DoE Emergency Frequency 2 currently provide CMED direct access to SFPD Communications Center. PIC frequencies - Zones 1, 2, 3 and 4 will enable communications with SFPD field units.)
- o Establish procedures for aircraft/helicopter communications with ECC, if activated, for coordination with military and civilian pilots for CCPs and other landing sites.
- o Obtain status reports/damage assessments from affected Battalion Fire Headquarters Station(s), ECC, etc.
- o Consider accessing MUNI communications resources if needed; all buses and supervisors have radios.
- o Determine status and availability of RACES personnel and assign to critical sites where radio support is most needed. If need exceeds availability of amateur radio personnel, a schedule of rotating sites may need to be set up. MCP, ECC and Blood Bank are priorities.
- o Transmit information critical to facility and personnel safety promptly; these are priority messages.
- o Develop a system for battery exchange and replacement on radios used in the field, as might be required.
- o Obtain runners through personnel pool and establish a regular communications link with key sites. (NOTE: Assign a code word or phrase for all runners to use upon receipt of messages. Notify all facilities communicating with the MCP via messenger to utilize the code on all written transmissions. This will identify the message as an official communication. Notify Message Control at the MCP of the code used.)

COMMUNICATIONS SUPERVISOR - cont'd.

Emergency Period - cont'd.

- o Forward all messages from CMED to the MCP and report communications status to MCP and ECC, if activated, on a regular basis.
- o Maximize use of the Paramedic Divisions Supervisors' portable radios. They have the following Police Department PIC frequencies: Zones 1, 2, 3 and 4.
- o Coordinate with CCP function to provide communication resources for CCPs.
- o Maintain a record of all activities.

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Post-Emergency Period

- o Turn-in all records as directed.
- o Phase out emergency services and revert to normal operations: release mutual aid personnel and equipment when no longer needed or as directed.

Appendix D-8

EMERGENCY ACTION CHECKLIST
RESPONSE TO CIVIL DISTURBANCE

DIRECTOR, IRWIN MEMORIAL BLOOD BANK

Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Participate in HEAR net communications tests and exercises to gain and maintain proficiency.
- o Develop a method to ensure communications redundancy.
- o Train personnel in their roles and responsibilities, plan content, communications, etc.
- o Establish coordinating procedures and agreements, as necessary, with hospitals, professional societies, suppliers, and other blood banking systems.
- o Establish policies for prioritizing blood product requests and for allocating blood resources, in conjunction with hospitals, the Department of Health, etc.
- o Determine integrity of facility and establish a relocation site should current facility be inoperable.

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Emergency Period

- o Report to Medical Command Post (MCP), if activated, and activate disaster plan consistent with plans developed by the California Blood Banking system and the San Francisco Emergency Operations Plan. (NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is one MCP and these sites will not be functioning simultaneously.)
- o Establish communications with Irwin Blood Bank at Turk & Masonic by HEAR radio, runner or RACES if possible. Obtain status reports from Irwin (inventory, staff and supply shortages, etc.) on a regular basis
- o Determine security measures needed to protect Irwin's personnel, blood supply, etc.

IRWIN MEMORIAL BLOOD BANK - cont'd.

Emergency Period - cont'd.

- o Notify Blood Bank personnel of safe routes of travel and updates as they occur.
- o Receive and act on requests for blood products.
- o Hospitals will direct their request for blood products to the MCP; delivery of blood and blood products within the zone of the disturbance may be curtailed.
- o Make every attempt to distribute only processed blood products and initiate procedures to obtain processed blood products from jurisdictions not affected by the situation.
- o Allocate blood resources according to pre-established policy if so charged by the Director of Health or designee. (NOTE: The Director of Health or designee shall allocate blood resources. However, the Director of Health may delegate that responsibility to the Director of the Blood Bank or designee.)
- o Maintain record of all activities and actions taken during emergency.

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Post-Emergency Period

- o Supervise and coordinate all post-disaster activities concerned with the procurement, storage and distribution of blood supplies within the City and County of San Francisco.
- o Phase out emergency procedures and revert to normal operations.
- o Release mutual aid personnel and equipment when no longer needed.
- o Turn in record of activities as directed.

Appendix D-8

EMERGENCY ACTION CHECKLIST
RESPONSE TO CIVIL DISTURBANCE

CHIEF, SFGH PARAMEDIC DIVISION

Pre-Emergency Period

- o Review and/or revise disaster plan at least twice annually,
- o Establish and maintain contact with military liaisons as needed,

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Emergency Period

- o Go to Medical Command Post (MCP), if activated, and obtain status report. (NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital Admin. Area; and Health Center #2, in that order. An alternate MCP site will activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)
- o Verify all intelligence pertinent to casualty care. Verify the presence of any large groups of casualties not at Casualty Care Facilities (CCFs) with affected District Fire Battalion Headquarters Station(s).
- o Assess need for opening casualty collection points for evacuation in coordination with other EMS working units. Forward all recommendations to the Director, Emergency Medical Service.
- o Coordinate activation of CCPs on any federally owned sites, as needed through the Emergency Coordination Center (ECC), if activated. They are:
 - + Crissy Field in the Presidio of San Francisco,
 - + Letterman Army Hospital in the Presidio of San Francisco,
 - + Fort Mason, Golden Gate National Recreation Area,
- o Check with Communication function to determine established procedures for communications coordination with military and civilian aircraft.
- o Establish, organize, staff and supply CCPs in coordination with other MCP components and the ECC:
 - + Smoke, flags, etc, necessary to assist with aircraft landing,

CHIEF, SFGH PARAMEDIC DIVISION - cont'd.

Emergency Period - cont'd.

- + Staffing.
 - ** Attempt to maximize communications by pairing City and private ambulance personnel at CCPs. This will allow for direct communications capability from the CCP site to both the MCP and the hospitals. Both ASF Ambulance and King & American have the HEAR frequency in their mobile units. K&A also has the HEAR frequency on its portable units.
 - ** Coordinate with Patient Treatment to staff CCPs with MDs & RNs, in addition to pre-hospital personnel.
 - + Supplies.
 - + Transportation.
 - + Evacuation of patients from Casualty Care Facilities.
 - + Selection of site based on location of casualties, available aircraft space required for landing, safety of access/egress routes, and police recommendations.
 - + Security needs & safety instructions for personnel at CCP site(s).
- o Consider requesting MUNI buses to move large numbers of persons, road conditions, etc. permitting. (NOTE: MUNI buses have radios)
 - o Coordinate collection of the dead at CCP sites with Coroner.
 - o Coordinate with SFFD & SFPD to provide support at aircraft landing sites, as needed.
 - o Serve as liaison with the military in support of CCP operations.
 - o Provide projections of resources and status reports on regular basis.
 - o Maintain a record of all activities and actions taken during emergency

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Coordinate phase out with military support personnel as appropriate to the situation.
- o Turn in record of activities as directed.

Appendix D-8

EMERGENCY ACTION CHECKLIST
RESPONSE TO CIVIL DISTURBANCE

APPOINTEES FROM SF MEDICAL SOCIETY
WEST BAY HOSPITAL CONFERENCE
SF EMERGENCY PHYSICIANS ASSOCIATION

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Obtain training in roles and responsibilities, plan content, etc.

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Emergency Period

- o Go to Medical Post (MCP), if activated, and obtain status report.
(NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed MCP is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)
- o Collect and organize information on hospital status including:
 - + Physical plant status/disruption of critical utilities, etc.
 - + Critical short and long term needs, including blood and other medical and material supplies.
 - + Number of casualties/injured.
 - + Number of medical responder personnel.
 - + Status of Casualty Care Facility (CCF) operations.
 - + Bed status.
 - + Security needs.
- o Establish schedule, in coordination with Blood Bank and communications function, to obtain hospital reports of blood and supply needs on a regular basis.
- o Maintain hospitals and field status board if no scribe is available.
- o Provide MCP with regular reports on hospital and field status and informed of problems/projections which will need intervention/coordination with Emergency Coordination Center (ECC), if activated.
- o Allocate available medical resources and meet critical needs in coordination with other MCP staff.

APPOINTEES: SFMS; WBHC; SFEPA - cont'd.

Emergency Period - cont'd.

- o Coordinate with Public Health programs & Casualty Collection Point CCP function to determine need/feasibility of opening field treatment units (1st aid stations, health center(s), CCPs, etc.)
- o Manage medical personnel pool resources; personnel resources may be needed to augment hospitals & field treatment units (1st aid stations, etc.) Be prepared to move MDs and RNs from hospitals to support CCPs as they open.
- o Coordinate with police through the Director of Health at the ECC, if activated, to:
 - + Protect facilities, resources and personnel critical to maintaining essential health services.
 - + Determine safest evacuation routes for health personnel from the scene of the disturbance.
 - + Identify safe locations for ambulances immediately outside the perimeter of the incident and access/egress routes.
- o Coordinate with Public Information Officer (PIO) to disseminate information to the public about hospital closures and additional resources available for medical care.
- o Coordinate with Mental Health for additional support svcs., as needed.
- o Coordinate with Communications function to ensure that information critical to facility & personnel safety is promptly sent to appropriate sites.
- o Make recommendations to EMS Coordinator concerning hospital closures, diversion of casualties from one site to another, etc.
- o Maintain records of all activities and actions taken during emergency

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn in record of activities as directed.

Appendix D-8

EMERGENCY ACTION CHECKLIST
RESPONSE TO CIVIL DISTURBANCE

FIELD PARAMEDIC

Pre-Emergency Period

- o Review disaster plan at least twice annually.
- o Obtain training in roles and responsibilities, plan content, etc.

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Emergency Period

- o Establish contact CMED. Report status of personnel, supplies, equipment and vehicles.
- o Stay outside the perimeter of the disturbance.
- o Evacuate areas determined unsafe by SFPD and assist others to evacuate if possible.
- o When traveling, use access/egress routes identified as safe by SFPD.
- o If communications are intact, go to the District Fire Battalion Headquarters as assigned by CMED. If not, go to the nearest Battalion Fire Station. (NOTE: At least one City paramedic with a radio should be at each affected Battalion Station(s).
- o Off-duty City paramedics should report to the nearest Battalion Fire Station, bringing appropriate paramedic identification.
- o Paramedics will work under the direction of the Battalion Fire Chief, until the Medical Command Post (MCP) is operational. The most senior paramedic at the Battalion Fire Headquarters will report directly to the Battalion Chief & direct other paramedics. Primary responsibility of the senior medic include: participation in assessment of medical status in the district, relay of information and medical needs, and casualty care. (NOTE: The primary MCP site is 135 Polk St, unless otherwise changed.)
- o Provide medical care at CCPs, hospitals, health centers, clinics, etc if reassigned by the Battalion Chief or MCP. (NOTE: Every attempt will be made to maximize communications by pairing City & private ambulance personnel at CCPs, if activated. This will allow for direct communications from the CCP site to both the MCP and the hospitals.)

FIELD PARAMEDIC - cont'd.

Emergency Period - cont'd.

- o Follow safety procedures established for management of the disturbance incident.
- o Maintain a record of all activities and actions taken during emergency

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operations as directed.
- o Turn-in all records as directed.

Appendix D-8

EMERGENCY ACTION CHECKLIST RESPONSE TO CIVIL DISTURBANCE

PRIVATE AMBULANCE PERSONNEL

Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Obtain training in roles, responsibilities, plan content, etc.

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Emergency Period

- o Establish contact with respective dispatch centers. Report status of personnel, supplies, equipment and vehicles.
- o Stay outside the perimeter of the civil disturbance zone.
- o Evacuate areas determined to be unsafe by SFPD, assist others to evacuate if possible.
- o When traveling, use access/egress routes identified as safe by SFPD.
- o If communications are intact, go to an acute care hospital as assigned by dispatch. If communications are not intact, go to the nearest hospital. (NOTE: The mobile radios for both King & American and AF Ambulance carry the HEAR frequency. K&A portable radios also carry the HEAR frequency. Distribution of private ambulances to hospitals will provide the hospitals with redundancy on the HEAR frequency.)
- o Off-duty paramedics and EMT-I's should report to the nearest hospital, bringing appropriate paramedic or EMT-I identification.
- o Provide medical care in coordination with the respective hospital's casualty care efforts, and consistent with local policies & procedures and State regulations for level of certification.
- o Provide medical care at CCPs, health centers, clinics, and search and rescue sites, etc., if reassigned by the Battalion Fire Chief or Medical Command Post (MCP). (NOTE: Every attempt will be made to maximize communications by pairing City and private ambulance personnel at CCPs if activated. This will allow for direct communications from the CCP site to both the MCP and hospitals. (The primary MCP is 135 Polk St., 1st Fl. conference room. Alternate MCP sites are: SFGH, Laguna Honda Hospital, and Health Center #2, in that order.)

PRIVATE AMBULANCE PERSONNEL - cont'd.

Emergency Period - cont'd.

- o Follow safety procedures established for management of the civil disturbance incident.
- o Maintain a record of all activities and actions taken during emergency

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operations, as directed.
- o Turn-in all records as directed.

Appendix D-8

EMERGENCY ACTION CHECKLIST RESPONSE TO CIVIL DISTURBANCE

C-MED DISPATCHERS

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Obtain training in roles, responsibilities, plan content, etc.

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Emergency Period

All Dispatchers

- o Assess operation emergency generator and status on emergency fuel, as might be required.
- o Conduct radio frequency checks. Ascertain survivability of radio equipment.
 - + IF CMED IS NOT OPERABLE or facility is unsafe, move to safe adjacent area and attempt communications with portable radios.
 - + If portable radio transmission is successful, conduct ambulance roll call and ascertain survivability of units, personnel and supplies. Assign personnel with portable radios to affected Battalion Fire Station(s). Proceed to Medical Command Post (MCP) at SFGH if that site is secure.
 - + If portable radio transmission is unsuccessful, secure transportation to the MCP at SFGH.

(NOTE: The primary MCP site is 185 Polk St, 1st Fl, conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)

IF COMMUNICATIONS EQUIPMENT IN CMED IS OPERABLE, OR IF DISPATCHING FROM THE MEDICAL COMMAND POST (MCP), PROCEED WITH THE FOLLOWING:

Dispatch Position 1

- o Continue to answer 911 calls (at CMED) only until 911 is suspended at the Public Service Answering Point (PSAP). If unable to provide ambulance service due to the magnitude of the incident, notify caller of such. Provide self-help instructions to call as appropriate

C-MED DISPATCHERS - cont'd.

Emergency Period - cont'd.

- o Establish radio contact with SFFD to ascertain activation of Emergency Coordination Center (ECC) and the affected Fire Battalion Headquarters
- o Conduct ambulance roll call & ascertain survivability of on-duty units
- o Dispatch units to affected Battalion Headquarters Station(s), so that at least one EMT-P and radio are assigned to the location(s).
- o Establish contact with SFPD.
- o Receive updated information from field units assigned to Battalion Station(s):
 - + Location or change of location of triage and treatment areas.
 - + Access/egress routes.
 - + Number of casualties.
 - + Estimate of equipment needs.
 - + Estimate of transportation needs.
- o Provide facilities & field units with information pertinent to safety.

Dispatch Positions 2 & 3

- o Establish contact with on-duty Field Supervisor.
- o Establish contact with Chief of Division.
- o Initiate private sector roll call to ascertain survival of field units and availability. (To provide hospitals with redundancy on the HEAR net, private ambulances & their personnel will be assigned to hospitals. Both K&A and SF Ambulance have the HEAR frequency on their mobile units. K&A also has the HEAR frequency on its portable units.)
- o Conduct HEAR net roll call and updates.
- o Provide facilities & field personnel with information pertinent to safety.
- o Determine existence of MCP at 135 Polk St, 1st Fl. conference room (or alternate sites: SFGH, Laguna Honda Hospital, or HC #2, in that order) and establish lines of communication to same.
- o Receive information and transmit messages to the MCP.

C-MED DISPATCHERS - cont'd.

Emergency Period - cont'd.

- o Transmit messages from the MCP to appropriate destination; messages critical to facilities and personnel safety are a priority.
- o Assist other dispatchers as needed.
- o Maintain a record of all activities.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operations as directed.
- o Forward record of activities as directed.

Appendix D-9

EMERGENCY ACTION CHECKLIST
RESPONSE TO WAR EMERGENCY

DEPARTMENT ADMINISTRATION

NUCLEAR ALERT

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Place Medical Service personnel on standby alert.	Director, DPH
o Review and update Service Annex.	Director, DPH Dep. Director, Operations
o Update organization plan and the assignment of personnel and equipment.	Director, DPH Dep. Director, Operations
o Determine what normal activities & services can be deferred or curtailed to free manpower and funds for emergency preparations.	Director, DPH Dep. Director, Operations
o Defer or curtail all non-essential services. Cancel leaves & days off, recall all personnel on leave and start two shift operations, as directed.	Director, DPH Dept. Directors
o Report status of preparedness of Medical Service to Commander (Mayor).	Director, DPH
o Initiate identification of vital records & documents that may have to be relocated to protected site(s).	Director, DPH Dep. Director, Operations
o Make specific assignments to emergency duty stations, as might be required.	Dep. Director, Operations EMS Agency Med. Coordinator
o Allocate personnel required to support City & Department emergency preparedness activities.	Dep. Director Operations
o If activated, send appropriate representative(s) to Emergency Coordination Center (ECC) to coordinate emergency preparedness actions for DPH.	Dep. Director Operations EMS Agency Med. Director

DEPARTMENT ADMINISTRATION - cont'd.

NUCLEAR ALERT - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Suspend all non-emergency functions.	Dep. Director Operations
o Advise Department elements to start shutdown, if possible, of non-essential services and to make final preparations for maintaining essential services throughout the emergency period.	Dep. Director Operations
o Coordinate transfer of vital documents and records to protected relocation site(s).	Dep. Director Operations
o Coordinate action(s) to enhance radiation protection of designated critical facilities with Construction & Engineering Service.	Dep. Director Operations Mgr. Toxics Ctrl
o Arrange for repairs of essential equipment.	Dep. Director Operations Supv./Purchasing
o Ensure that obligation documents initiated during emergency period are properly completed on proper purchaser's form.	Dep. Director Operations Supv./Purchasing
o Ensure that records are established and maintained for personnel time, equipment time, purchases & vendor contracts, as needed, and as they relate to the emergency period.	Dep. Director Operations Supv./Purchasing
o Coordinate return to normal schedules if alert is cancelled.	Dep. Director Operations
o Ensure all service elements prepare and maintain a log of events of actions taken during alert period.	Dep. Director Operations
o Prepare After-action report of emergency operations & submit to Departments/agencies as directed.	Dep. Director Operations
o Review readiness of facilities and equipment.	Dep. Director Operations

DEPARTMENT ADMINISTRATION - cont'd.

NUCLEAR ALERT - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate transfer of essential supplies and equipment, as determined or directed, to protected site(s).	EMS Med. Dir. EMS Agency Med. Director
o Coordinate with supporting agencies & personnel to upgrade Department's capabilities.	EMS Agency Med. Director EMS Coordinator
o Institute familiarization training of Emergency Plan, emergency assignments, weapons effects, hazards, shelter concepts for Dept. personnel	EMS Agency Med. Director EMS Coordinator
o Initiate inventory of supplies as might be needed.	EMS Agency Med. Director EMS Coordinator
o If activated, determine location(s) of the Department's Emergency Operations Center(s).	EMS Coordinator
o Recruit & train support and/or auxiliary personnel to upgrade Department's capabilities.	EMS Coordinator
o If the City EOC is activated, implement communication contacts between CMED and the EOC.	Communications Supv. SFGH Paramedic Div.
o Initiate communication and status checks with service elements on a regular basis, or as directed.	CMED Dispatchers

Medical Operations
Response To War
Emergency

DEPARTMENT ADMINISTRATION - cont'd

ATTACK

<u>Action</u>	<u>Assigned Responsibility</u>
o Poll medical facilities, if possible, to determine extent of damage and ability to function.	Director, DPH Dep. Director, Operations
o If possible, report status of Department and Service elements capability to provide medical service for the City to Commander (Mayor), Emergency Services.	Director, DPH Dep. Director, Operations
o Coordinate decontamination activities with the Construction & Engineering Service, as needed.	Dep. Director, Operations Mgr. Toxics Control
o Schedule decontamination of facilities, as needed.	Dep. Director, Operations Mgr. Toxics Control
o Contact ECC concerning likelihood of fallout and estimated time of arrival.	CMED Dispatch
o Warn and/or advise medical facilities, public/private, if fallout is likely and estimated time of arrival.	CMED Dispatch

**EMERGENCY ACTION CHECKLIST
RESPONSE TO PEACETIME/TECHNOLOGICAL INCIDENT**

DEPARTMENT ADMINISTRATION

<u>Action</u>	<u>Assigned Responsibility</u>
o Alert key personnel to the situation.	Director, DPH
o If the City Emergency Coordination Center (ECC) is activated, ensure appropriate representatives report to the Center.	Director, DPH
o Ensure, if necessary, appointment of a Department Public Information Officer (PIO) for period of emergency.	Director, DPH Dep. Director, Operations
o Poll health facilities in potential danger area (i.e. downwind) to determine situation in the vicinity and possibility for need to relocate.	Dep. Director, Operations
o Coordinate response activities, as might be required.	Dep. Director, Operations EMS Agency Med. Director
o Coordinate evacuation of unsafe or endangered areas with SFFD, SFPD and Red Cross or other agencies, as necessary.	Dep. Director, Operations
o Coordinate with Incident Commander for need of on-site Public Information Officer (PIO).	Dep. Director, Operations EMS Agency Med. Director
o Gather, in coordination with the SFFD, all pertinent information relative to the incident.	Dep. Director, Operations
o Prepare After-action report of emergency operations & submit to departments/agencies, as directed.	Dep. Director, Operations
o Assign responsibilities in accordance with the Incident Command System (ICS) and as appropriate to the incident.	EMS Agency Med. Director
o Ensure that appropriate immediate action steps have been initiated, as appropriate, for the incident.	EMS Agency Med. Director EMS Coordinator

DEPARTMENT ADMINISTRATION - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Try to classify the level of the incident.	EMS Agency Med. Director EMS Coordinator
o As appropriate to the incident, designate Department Control Officers.	EMS Agency Med. Director
o Prepare and forward proper reports of incident to Director, DPH.	EMS Agency Med. Director
o Ensure that all exposed emergency response personnel obtain follow-up medical examinations.	EMS Agency Med. Director EMS Coordinator
o Ensure preparation & maintenance of log of events and actions taken during emergency.	EMS Coordinator
o Coordinate with SFFD for location of Incident Command Post (CP).	EMS Coordinator
o Notify CMED (communications) of the location of the Incident Command Post (CP).	EMS Coordinator
o Coordinate with SFFD Incident Commander for need and location for setting up a medical operations staging area.	EMS Coordinator
o If a medical staging area is needed for the incident, designate a Staging Officer.	EMS Coordinator
o Notify CMED (communications) of the location of the staging area, if decision is made to set-up operation.	EMS Coordinator
o Upon advice, designate proper protective equipment for emergency on-site response personnel.	EMS Coordinator
o Coordinate with Police Department for access controls into area of incident and the Incident Command Post (CP).	EMS Coordinator

DEPARTMENT ADMINISTRATION - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate with Police Department for security of staging area and traffic control in medical staging area.	EMS Coordinator
o As appropriate, coordinate with the EMS Agency Medical Director for cessation of staging area operations, clean-up and closure of area.	EMS Coordinator
o As appropriate, ensure responding units are directed to the staging area; give instructions concerning safe access route to the incident site and staging area.	CMED Dispatch



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Appendix D-11

EMERGENCY ACTION CHECKLIST RESPONSE TO EARTHQUAKE PREDICTION/ADVISORY

DEPARTMENT ADMINISTRATION

Action	Assigned Responsibility
o As might be directed by Mayor or authorized representative, alert key staff to situation.	Director, DPH
o Establish a Department Command Center, as deemed necessary.	Director, DPH Dep. Director, Operations
o Report status of preparedness to Mayor.	Director, DPH
o Designate and be prepared to have an appropriate Department representative report to the City Emergency Coordination Center (ECC), if activated.	Director, DPH
o Alert all DPH Department Directors to have subordinate elements inspect facilities and initiate protective mitigation measures.	Director, DPH Dep. Director, Operations
o If a Department Command Center is established, ensure continuing contact is maintained by subordinate elements during advisory period.	Dep. Director, Operations
o Ensure preparation & maintenance of log of events of actions taken during prediction/advisory period.	Dep. Director, Operations
o Develop plans & coordinate for damage assessment, in event of need, of facilities with Department of Public Works & Department of Electricity - radio & telephone service.	Dep. Director, Operations
o Prepare After-action report of actions taken during the prediction/advisory period & submit to Departments and agencies as directed.	Dep. Director, Operations
o Conduct general site inspections of facilities to assure good storage & protective measures are taken.	EMS Agency Med. Dir.
o Coordinate need for emergency power at facilities designated for emergency use, if not already done.	EMS Coord.
o Establish communications & reporting system during prediction/advisory situation.	EMS Coord.